DESIGN GUIDELINE 4.3.5
COMMISSIONING PLAN PROCEDURE

Scope

This procedure defines the process for developing and maintaining a commissioning (Cx) Plan. The Cx Plan is the document that outlines the project specific requirements and responsibilities of the Cx process. The Cx Plan also stores all validating documentation related to the Cx process.

The Commissioning Authority (CxA) is responsible for developing, managing, and executing the Cx Plan. The CxA is also responsible for populating it with the required documentation, with the assistance of the contractors.

Related Documents

U-M Design Guidelines:
DG 4.3 - Building Commissioning
DG 4.3.3 - Full Construction-Phase Commissioning Procedure
DG 4.3.4 - Reduced Scope Construction-Phase Commissioning Procedure
DG 4.3.6 – General Commissioning Procedures

U-M Master Specification Sections:
MS 017823 – Operation and Maintenance Manuals
MS 019100 – Project Commissioning

General

Develop a project specific Cx Plan. Produce one copy for the Construction Manager (CM) or General Contractor (GC), and a second copy for yourself. Set up the Cx plan in 3-ring binder(s). Use the U-M "Generic Sample Commissioning Plan" as a template. The generic sample Cx plan is available at http://www.umaec.umich.edu/wp-content/uploads/2013/08/Sample-Cx-Plan-Master.pdf

1. Include all the processes, procedures and documents described in the U-M generic sample plan that are applicable to the project.
2. Produce the documents and forms described in the U-M Generic Sample Commissioning Plan template, e.g. the OPR/BOD summary, the Cx Status Check Sheets, the project specific list of equipment and systems to be commissioned, the prestart and functional test forms, etc.
3. Issue one copy of the Cx Plan to the CM or GC at an early commissioning meeting, preferably at the Cx kick-off meeting.
   - Explain the plan's organization and intent.
   - Review the commissioning process and procedures, using Section 1.4 of the Plan template as a guide.
   - Review the documentation to be provided by the various Cx Team members, and establish a process for the collection of that documentation.

- Explain that you will issue blank Cx forms for completion and insertion into the plan.
- Require each contractor to fill out the portions of the forms that relate to their work, sign them and submit them along with copies to the CxA, to the CM or GC for filing in the Plan.

4. Execute commissioning in compliance with the project specific Cx Plan. Collect the forms, reports, and other required documentation as it is turned in or generated, and file it in the respective Tab 2 or Tab 3 section.

5. When Cx has been completed, review and approve the final Cx Plan. Verify that all project Cx requirements have been met and documented.

6. At the end of Cx, scan the entire contents of the plan as a PDF. Prepare a transmittal memo and transmit the scanned copy of the Cx plan (including a final Cx report) to the U-M Project Manager and to the AEC Facilities Information Center (FIC) for archiving.