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| **COMMISSIONING COMPLIANCE CHECKLIST**  |
|  |  |  |  |  |
| PROJECT INFORMATION |
| **Permit number:** |       |
| **Street Address:** |       |
| **Description of Work:** |       |
| **Certified Commissioning Professional:** |       |

**ASHRAE 90.1-2019 Section 4.2.5.2**

Commissioning shall be performed in accordance with this section and Sections 5.9.2, 6.9.2, 7.9.2, 8.9.2, 9.9.2, 10.9.2, 11.2(d), and G1.2.1(c). Commissioning shall use ASHRAE/IES Standard 202 or other generally accepted engineering standards acceptable to the building official. Verification or functional performance testing (FTP) requirements for commissioning are as stated in Section 4.2.5.1. Commissioning shall also document in sufficient detail compliance of the building systems, controls, and building envelope with required provisions of this standard. Commissioning requirements shall be incorporated into the construction documents.

The commissioning provider shall have the necessary training, experience, and FPT equipment. The commissioning team shall include Verification and Testing (V&T) providers. The commissioning provider shall be:

1. a third-party entity not associated with the building project,
2. owner’s qualified employees, or
3. an individual associated with the design firm or contractor but not directly associated with design or installation of the building systems, controls, or building envelope being commissioned.

| Completed | Code Section | Information Required | Date  |
| --- | --- | --- | --- |
| **[ ]**  | 2021 OEESC E104.2, ASHRAE 90.1 5.7.3, 6.7.3, 7.7.3, 8.7.3.2, 9.7.3.2 | **Manuals, record documents and training have been completed** (check box). If not scheduled, provide date for each item below: * Building operations and maintenance information have been submitted to the owner or scheduled date:
* Manuals have been submitted to the owner or scheduled date:
* Compliance documentation been submitted to the owner or scheduled date:
* Documentation of the training of operating personnel and building occupants on commissioned systems has been submitted to the owner or scheduled date:
 |       |
| **[ ]**  | 4.2.5.2.2(a) | **Commissioning Plan was used during construction.**  |       |
| **[ ]**  | 4.2.5.2.2(d) | **Final Commissioning Report has been submitted to the owner.**  |       |
| **[ ]**  | 6.9.2 | **Mechanical Systems were included in the commissioning process.**  |  |
| **[ ]**  | 7.9.2 | **Service Water Heating Systems were included in the commissioning process.**  |  |
| **[ ]**  | 8.9.2 | **Power systems** (Automatic receptacles controls (Section 8.4.2) and energy monitoring (Section 8.4.3) **were included in the commissioning process.**  |  |
| **[ ]**  | 9.9.2 | **Lighting control systems were included in the commissioning process.**  |  |
| **[ ]**  | 10.9.2 | **Other equipment systems were included in the commissioning process.** * Service water pressure-booster system controls (10.4.2) or **N/A:**
* Elevator standby mode (10.4.3.3) or **N/A:**
* Whole-building energy monitoring (10.4.5) or **N/A:**
 |  |
| I hereby certify that requirements for Section 4.2.5.2 Building Commissioning Requirements have been completed in accordance with the Oregon Energy Efficiency Specialty Code, including all items above.**Signature:**       **Date:**        |
| OR |
| The building meets the following exceptions:**Exceptions to commissioning requirements in 4.2.5.2:*** Buildings, additions, or alterations with less than 10,000 ft2 of conditioned space and combined heating, cooling, and service water heating equipment totaling less than 960,000 Btu/h in capacity.
* Buildings or portions of buildings that use the Simplified Approach Option for HVAC Systems in Section 6.3.
* Dwelling units.
* Nonrefrigerated warehouses.

**Signature:**       **Date:**        |