1. RELATED SECTIONS

.1 Facility Start-Up Procedures: Section 01811.

2. START-UP REPORT

.1 The commissioning agent will provide the start up report forms (check sheets) with the exception of the controls. The contractor is to provide the check sheets for all control points, software and hardware and submit to the commissioning agent for review within 90 days of award of contract. All check sheets will be assembled in a commissioning manual prepared by the commissioning agent.

.2 Check sheets will be provided to the contractors for the following:

   .1 Each mechanical system (except for controls).
   .2 Each electrical system

.3 A sample of the commissioning check sheets is attached to this section.

.4 Include Manufacturer's equipment start-up reports and test certificates in the appendix in the commissioning manual.

.5 The commissioning manual is to be kept on site for use by appropriate contractors and the commissioning agent. The manual is to be kept up to date and will be used as the record to schedule work for the commissioning agent in conjunction with the commissioning schedule.

.6 The check sheets are divided into three parts
   1 Technical Data
   2 Static Checks
   3 Operational Checks

The contractor is to complete each part prior to verification by the commissioning agent.

.7 The contractor is responsible for completing the check sheets as follows and as indicated on the attached sample:

   1 Technical Data
      Specified Commissioning Agent
      Shop Drawing Contractor
      Installed Contractor
      Verified Commissioning Agent
Date/Checked By  Contractor to sign when all shop drawing and installed information is completed.

2  Static Checks
Contractor to confirm all items listed are completed prior to verification by the commissioning agent.
Date / Checked By  Contractor to sign when the installation of the equipment and or systems are complete and ready for the commissioning agent to verify.

3  Operational Checks
Operational checks will be carried out by the commissioning agent using the balancing report and controls check sheets.

3.  SUBMISSIONS

.1  Advise Commissioning Agent of check sheets required for equipment and systems but have not been supplied by the commissioning agent. Provide a sample of manufacturer’s start up forms for equipment or systems not included.

.2  Submit commissioning manual complete with all data entered, prior to Substantial Completion of the Work.

END OF SECTION