1. The Contractor is required to prepare start-up forms for all mechanical equipment and systems. The Consultant shall review these forms for completeness.

2. When the forms have been completed to the Consultants’ satisfaction, the final blank draft forms are to be submitted to the University’s Commissioning Agent.

3. The Consultant shall closely monitor the contractor’s start-up and testing, program for completeness and accuracy. At random, the consultant should witness some of the testing and start-up procedures including the calibration and testing of the control and monitoring points.

4. When the start-up and testing work has been completed, the consultant shall review all the completed start-up reports and test certifications. When the consultant is satisfied that all the work and reports have been completed satisfactorily, he shall forward them to the University’s Commissioning Agent.

5. A qualified millwright is to be used to align all motors and equipment.

6. Refer to U of A Commissioning Specifications and Guidelines found on the University Website for other information / requirements relevant to the start-up, testing, balancing, commissioning and demonstration of systems prior to University acceptance for use.