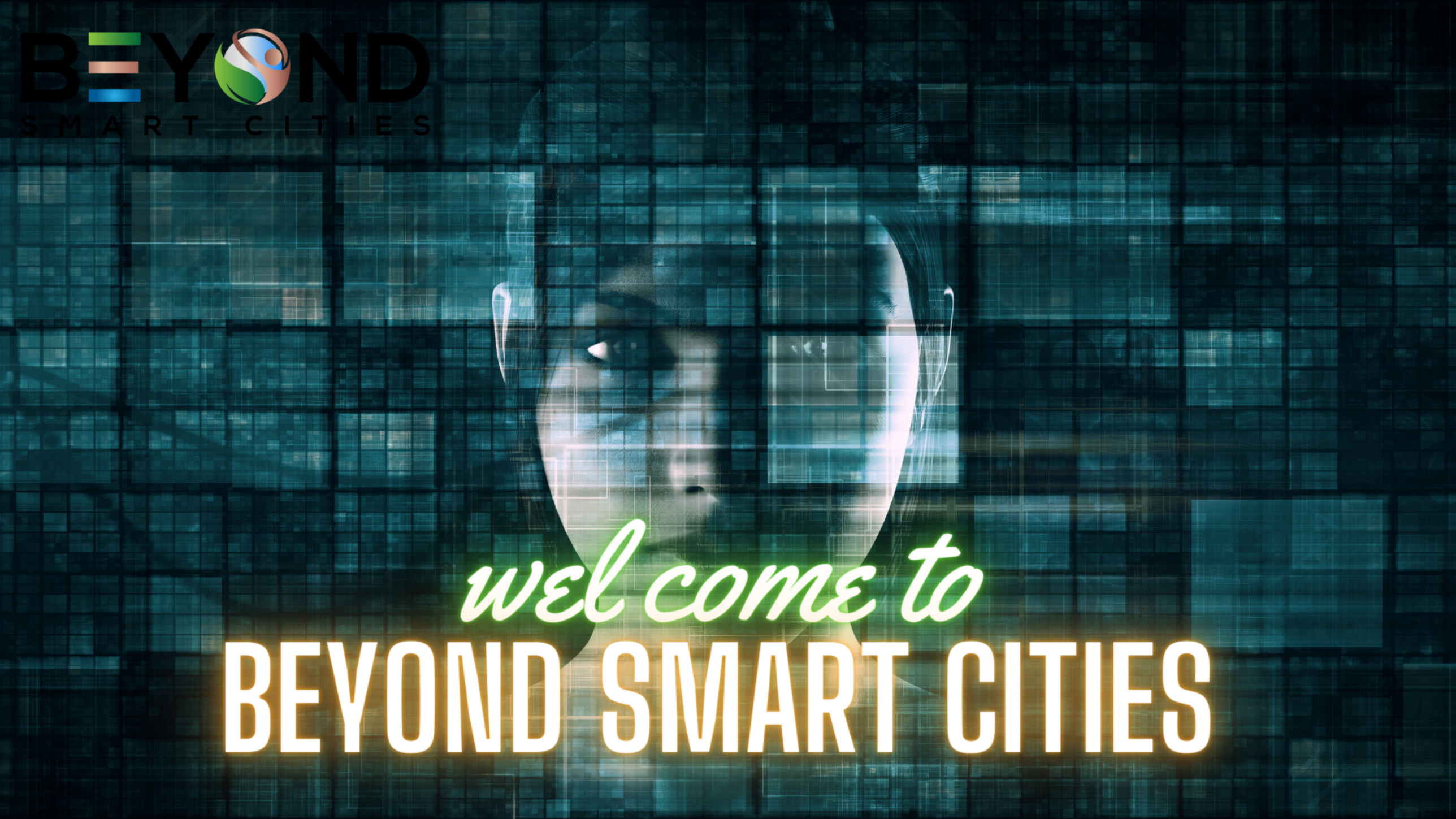

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MODULE 7

Design Commissioning Report



KRISHNAJI PAWAR - CEO & FOUNDER

LEED AP(BD+C),GSAS CGP,GCP,ISO 14001

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Learning Objectives

- Introduction
- Design Commissioning Report
- Design reviews
- Cx Schedule Milestones
- Pre-Bid Conference

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INTRODUCTION

- The schematic design phase follows predesign.
- If the owner's commissioning authority actively participated in predesign, the Commissioning Agent (CxA) will understand the owner's project requirements and help the design phase succeed.
- Understand the commissioning authority-design professional relationship before diving into design details.
- The Commissioning Authority (CxA) principally assists the design professional in achieving the best project system design. The CxA also ensures that the design professional's preferred concepts meet the owner's project requirements' performance objectives.
- Design should take into account the owner's building commissioning quality assurance process's two main principles. Commissioning authorities are crucial to project quality.

DESIGN COMMISSIONING REPORT





- A design commissioning report includes the commissioning requirements, process, documentation, and findings and is sent to the owner for approval along with the construction contractor's turn-over documentation.
- Typically, the design commissioning report includes a table with team members' responsibilities for preparing, reviewing, and accepting the results and documentation.
- Commissioning plans should outline an executive summary, commissioning process narrative, and CX process results.
- The report should also include design and submittal review comments and resolution, commissioning-related meeting minutes, corrective action reports, blank verification test reports for future use, completed training forms, installation and system readiness and startup checklists, current Issues and Resolution logs, and tests and field observation reports for commissioned systems, equipment, assemblies, and building features.

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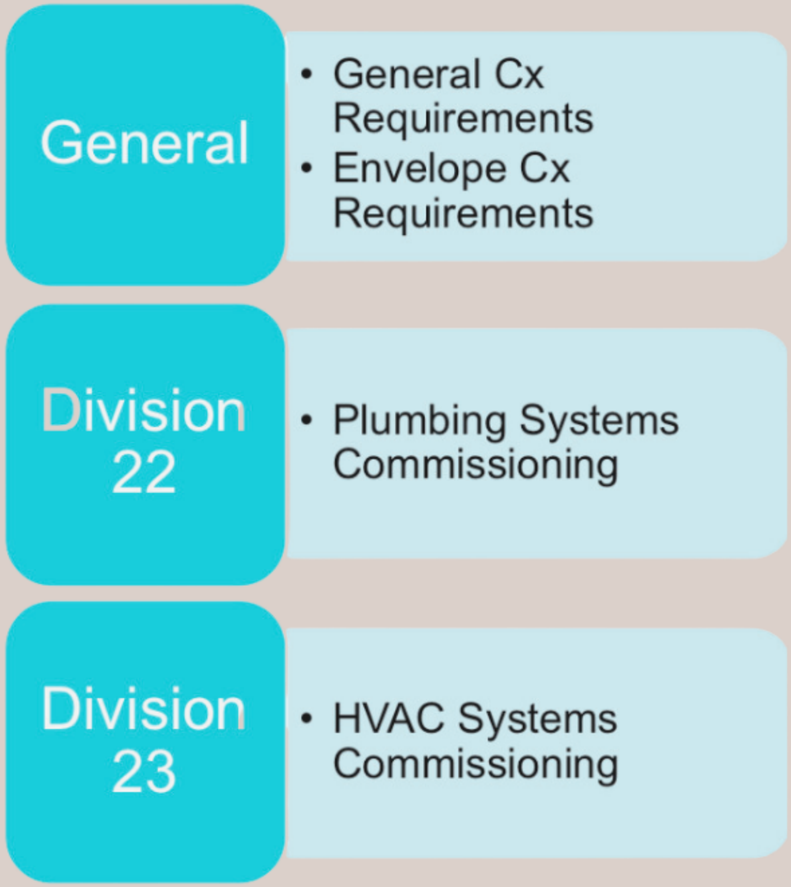
Design Phase Prepare Commissioning Plan:

- **Communication protocol**
- **Roles and responsibilities**
- **Deliverables**
- **Systems to be commissioned**
- **Cx schedule summary**
- **Sample deliverables (SVCs,FPTs, RTF)**
- **Living document updated throughout the project**



Prepare specifications:

- **Specifications are the responsibility of designers.**
- **General sections and industry-specific ones**
- **Roles and responsibilities**
- **Systems to be commissioned**



Prepare specifications:

- **SVCs and FPTs**
- **Cx involvement with training**
- **Reference to related sections**





DESIGN REVIEWS



- Not a peer review or code audit
- Interaction between CxA and A/E is important to review success.
- Conformity to OPR
- Maintainability
- Full coordination

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DESIGN REVIEWS +

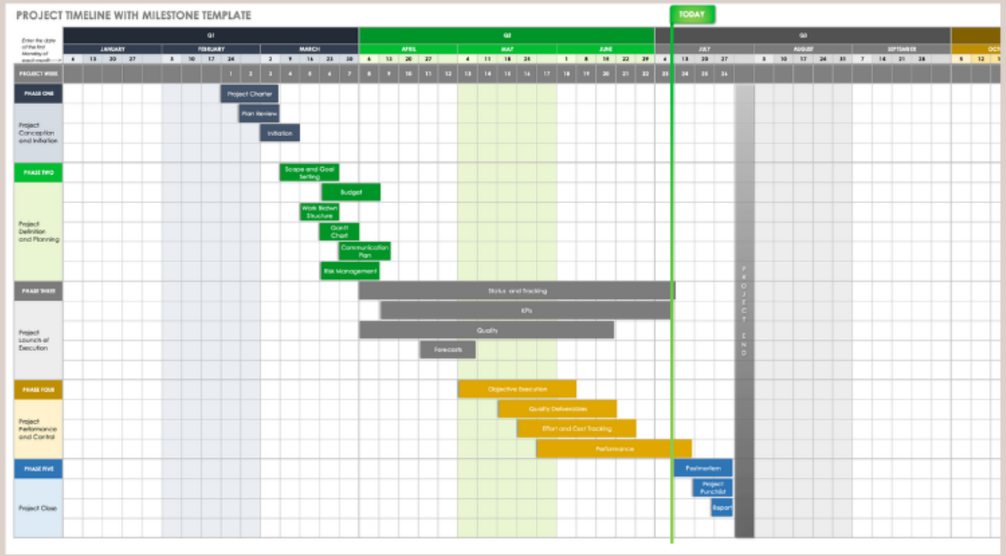


- Appropriate TAB infrastructure
- Adequate information
- Training necessities
- Explicit order of operations
- Energy model assessment
- Involvement of

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Cx Schedule Milestones

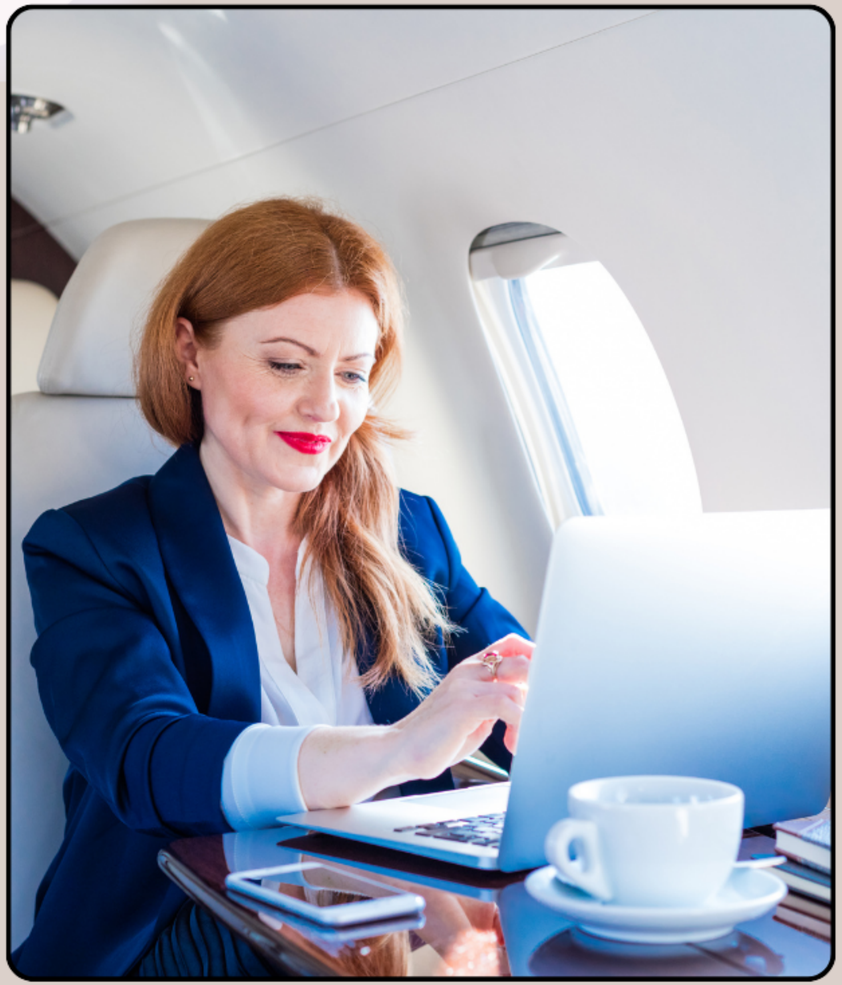
Incorporate commissioning into the project timeline.



- **Define activities related to commissioning in the schedule.**
- **Timetable, especially for project phases**
- **Define the meeting frequency with CX.**
- **Critical path of procurement activities**

Support and activities

- **Pre-BidMeeting**
- **Prepare for the kick-off meeting**
- **Contact the awarded General Contractor**



PRE-BID CONFERENCE

- Assuming the project is not design/build or a negotiated construction contract, the final step of the design phase is to solicit bids and award the construction contract.
- For the vast majority of projects, it is customary to require bidders to attend a pre-bid conference (which is required for contract award) on a predetermined date prior to the bid opening.
- When commissioning is included in the project, it is strongly recommended to hold a pre-bid conference because many bidders are unlikely to fully comprehend the scope of the requirements.
- Potential prime contractors should be encouraged to hire a qualified testing contractor to assist them in preparing a bid for the commissioning program, as the testing contractor will have the most comprehensive understanding of the commissioning requirements and their implications in order to develop a viable estimate.
- A well-organized pre-bid conference will play a significant role in assuaging any concerns that the specified commissioning program may generate.



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CONTACT US

+91 6363032722

info@beyondsmartcities.in

learn.beyondsmartcities.in

#55,HMR Layout ,Bengaluru ,India



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