

(This annex is not a mandatory part of the referring ASHRAE SSPC 300 standard or guideline. It is merely informative and does not contain requirements necessary for conformance to the standard or guideline.)

(The following informative annex is provided to illustrate, explain, or support the ASHRAE SSPC 300 commissioning process. The information presented herein represents consensus good practice but does not contain mandatory commissioning process provisions. This informative annex supports more than one ASHRAE SSPC 300 commissioning standard or guideline and is not intended to serve as a standalone document. See the referring ASHRAE SSPC 300 standard or guideline for mandatory commissioning process requirements and guidance.)

ASHRAE SSPC 300 INFORMATIVE ANNEX 14—END OF WARRANTY COMMISSIONING

Objectives of a post-occupancy Commissioning Process (Cx) include the following:

- a. Using the Cx Provider's (CxP's) project knowledge and experience to minimize contractor callbacks
- b. Providing ongoing guidance on operations and maintenance (O&M) to achieve the Owner's Project Requirements (OPR)
- c. Completing seasonal testing of facility systems and assemblies
- d. Documenting lessons learned from applying the Cx for application to the next project
- e. Acceptance of post-occupancy Cx activities

Post-occupancy Cx Activities that are to be performed by the Design Team and special consultants should be included in the scope of services described in the Owner/Design Professional Service Agreements. These activities should typically include additional training, seasonal tests, problem resolution, design evaluation, site visits, updating drawings and specifications, and other requirements performed during the post-occupancy period defined for the project.

During post-occupancy, the CxP Team works to verify ongoing compliance with the OPR. Essential team members during post-occupancy include Owner's representatives, the CxP, design professionals, contractors, and construction/program/project managers.

Responsibilities of the CxP Team during the post-occupancy should include the following:

- a. The CxP should aid in the coordination of the callback of contractors during post-occupancy
- b. Evaluation of the performance of all systems and assemblies being commissioned should be completed during post-occupancy. The CxP should determine when this evaluation should be performed based on weather conditions, load conditions, or occupant interactions that are necessary to complete the activities.
- c. Additional training should be performed during post-occupancy following the deferred evaluation of these systems
- d. Completion:
 1. Determination that the system and assembly operation meet updated OPR
 2. Evaluation that the Systems Manual is updated following completion of all seasonal and deferred testing
 3. Determination that the system and assembly operation that do not meet updated OPR, but
 - i. Accepted with open issues by the Owner,
 - ii. Provisionally accepted for closed items, with extended issues log resolution period (typically if retention has not yet been paid), and
 - iii. Is not accepted despite the project being closed out from a bookkeeping perspective