

(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 15—COMMISSIONING PROCESS PROGRESS REPORT

### 15.1 Introduction

The Commissioning Process (Cx) Progress Report is the documentation of the Cx work and results accomplished during construction. The Cx Progress Report contains the following:

- a. Identification of any systems or assemblies that do not perform in accordance with the Owner's Project Requirements (OPR). For various reasons, the Owner may choose to accept performance that is at variance with the OPR, either permanently or until schedule and budget constraints allow for correction. The Owner's acceptance of these conditions should be documented along with the environmental, health, safety, comfort, energy, and operating and maintenance (O&M) cost impacts. The OPR should be updated to match the revised expectations.
- b. Evaluation of the operating condition of the systems at the time of test completion.
- c. Complete construction checklists and evaluation summary.
- d. Evaluation of the results from the issues and resolution log, including the descriptions of issues and the measures taken to correct them. Descriptions should assess the importance of the issues and estimate the value of their correction in terms of environmental impact, improved health, safety, comfort, energy, O&M costs, and the ability of the facility to support its mission.
- e. Test procedures and data summaries should incorporate the original test procedures and signed data forms, including additional data such as photos, computerized documentation, and other records of the tests. Data should include the final accepted test, as well as earlier tests that failed to meet the specified criteria. This section should also include a set of blank data forms for future use in the Ongoing Cx (OCx) and recommissioning.
- f. Cx Progress Reports should include copies of progress reports generated throughout the Cx.
- g. Execution of some tests may be deferred until appropriate natural loads, such as occupancy or design weather conditions, are available. For these deferred tests, the prerequisite conditions and an estimated schedule for their completion should be included.
- h. The lessons-learned evaluation of the Cx used and changes that may improve the delivered project and form the basis for the final Cx report developed during occupancy and operations. This is essential to ensure that issues, benefits, and recommendations are captured in a written document while all team members are available and information is fresh.

### 15.2 Example Report Outline

The following is an example outline for a Cx Progress Report. The basic structure of this example is such that each phase of the plan has its own section detailing what activities were accomplished, who accomplished them, and how they were completed. The deliverables for each activity are included in an appendix. Each section of the report should have a description of the results for that subject. The intent of this format is for the Cx Plan to become the final Cx Progress Report at the end of the project by updating the plan and filling in the results for each section as the project progresses.

#### COMMISSIONING PROCESS PROGRESS REPORT OUTLINE

## Table of Contents

1. Executive Summary
2. Cx Description and Plans [Insert the final Cx Plan]
3. Cx Design Summary and Design and Submittal Review Reports [Insert a copy of the Cx design and submittal reports]
4. Testing Reports
  - [Insert completed Cx Progress Report with documents, testing forms, and records for each building, system, and assembly included in the Cx in the appendices below]
  - [Insert copies of all relevant manufacturers and installers testing reports in the appropriate appendix. This creates a unified record of all required testing performed during purchasing and installation]
  - [Insert copies of installers' and Cx Provider's (CxP) completed verification checklists in the appropriate appendix below. This provides a record of installation checks and observations for future reference]
  - [Insert copies of installers' and CxP's completed performance checklists of assemblies, equipment, and integrated system in the appropriate appendix below. This provides a record of performance checks and observations for future reference]
5. Cx Progress Reports [Insert a copy of all Cx Progress Reports and documents in the appropriate appendix below]
6. Issues and Resolution Logs [Insert copies of all issues and resolution logs, with resolution or status of each item, in the appropriate appendix below. This provides a record of problems and issues found and resolved during the design and construction process for future reference]
7. Resolution Plan for Open Items [Insert a list of any open items and seasonal or additional testing required]

**NOTE:** It is not necessary to include copies of documents included in the Systems Manual in the final Cx Progress Report if that report is included in the Systems Manual.

APPENDIX A—OWNER'S PROJECT REQUIREMENTS

APPENDIX B—BASIS OF DESIGN

APPENDIX C—FINAL PROJECT SPECIFICATIONS

APPENDIX D—COMMUNICATION STRUCTURES

APPENDIX E—ROLES AND RESPONSIBILITIES

APPENDIX F—COMMISSIONED SYSTEMS [listing of systems and assemblies]

APPENDIX G—Cx SCHEDULE RESULTS

APPENDIX H—PREBID MEETING RECORDS

APPENDIX I—PRECONSTRUCTION MEETING RECORDS

APPENDIX J—SUBMITTAL REVIEW RECORDS

APPENDIX K—Cx ISSUES AND RESOLUTION RESULTS

APPENDIX L—CONSTRUCTION CHECKLISTS COMPLETED

APPENDIX M—TESTS AND DOCUMENTATION COMPLETED

APPENDIX N—SYSTEMS MANUAL ASSEMBLY PROCESS

APPENDIX O—TRAINING RECORDS

APPENDIX P—MEETING MINUTES AND CORRESPONDENCE

APPENDIX Q—Cx PROGRESS REPORTS

APPENDIX R—WARRANTY REVIEW AND STATUS

APPENDIX S—OPEN ISSUES

APPENDIX T—LESSONS LEARNED REPORT