

(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 01—COMMISSIONING PROCESS DOCUMENTATION MATRIX

Table 01-01 summarizes the documents that may be produced during the implementation of the Cx on a project. The participants shown are options and should be tailored to reflect the needs of the Owner and the specific project.

TABLE 01-01 Cx Documentation Matrix

Phases	Document	Input By	Provided By	Reviewed/ Approved by	Used By	Notes
Predesign/Design	OPR	Owner, CxP, O&M, Users, Design Team	Owner, CxP, or Design Team	Owner	CxP, Design Team	Design Team may not be hired yet.
	Initial Cx Plan	Owner, Design Team, CxP	Owner or CxP	Owner	CxP, Owner, Design Team, Construction Team	Design Team may not be hired yet.
	Systems Manual Outline	Owner, O&M, CxP	Owner or CxP	Owner	Design Team, Construction Team	Should follow ASHRAE Guideline 1.4.
	Training Requirements Outline	Owner, O&M Users, CxP, Design Team	Owner or CxP	Owner, CxP	Design Team, Construction Team	Should follow ASHRAE Guideline 1.3 and as defined in OPR.
	Issues and Resolution Log Format	Owner, CxP	Owner or CxP	Owner	CxP, Design Team	May be only format at this time.
	Cx Report Format	Owner, CxP	CxP	Owner	Design Team, Owner	Should follow requirements of ANSI/ASHRAE/IES Standard 202
	OPR Update	Owner, CxP, O&M, Users, Design Team	CxP or Designer	Owner	CxP, Design Team	
	BoD	Design Team	Design Team	Owner, CxP	Design Team, CxP	
	Construction Specifications for Cx	Design Team, CxP, Owner, O&M	Design Team or CxP	Owner	Contractors, CxP, Design Team	May also be provided by project manager/Owner's representative.
	Systems Manual Outline—Expanded	Design Team, CxP, O&M, Contractor	Design Team or CxP	Owner, CxP	Design Team, Contractor	Contractor may not be hired yet.
	Training Requirements	Owner, CxP, O&M, Users	Owner, CxP, or O&M	Owner	Design Team	Contractor input

TABLE 01-01 Cx Documentation Matrix

Phases	Document	Input By	Provided By	Reviewed/ Approved by	Used By	Notes
Construction	Design Review Comments	CxP	CxP	Design Team, Owner	Design Team	
	Issues and Resolution Log	CxP	CxP	Design Team, Owner	CxP, Design Team	
	Design Cx Report	CxP	CxP	Owner	Owner	
	OPR Update	Owner, O&M, Users, Design Team	CxP or Designer	Owner	CxP, Design Team, Contractors, Owner	
	BoD Update	Design Team	Design Team	CxP, Owner	Design Team, CxP, Owner	
	Cx Plan Update	Project Team	CxP	Owner	Project Team	
	Submittal Review Comments	CxP	Design Team	Design Team	Contractor	Copy to Owner.
	System Coordination Plans	Contractor, Design Team, CxP	Contractor	CxP, Design Team	Contractor, CxP	
	Evaluation Checklists	CxP, Contractor, Design Team	CxP or Contractor	CxP, Design Team	Contractor	
	Cx Progress Reports	CxP, Contractor	CxP	CxP, Owner	Contractor	
	Test Procedures	Project Team	CxP	CxP, Design Team	Contractor	
	Specified Test Data Submittals	Owner, Design Team, CxP	Contractors, CxP, or Owner	Design Team, CxP	Project Team	
	Cx Meeting Agendas and Minutes	CxP	CxP	All	All	
	Training Plans	Project Team	Contractor or CxP	Owner, CxP	O&M, Users, Contractor	
	Systems Manual	Project Team	Contractor or CxP	Owner, CxP	O&M, Users	Should follow ASHRAE Guideline 1.4.
	Issues and Resolution Log	CxP	CxP	N/A	Project Team	
	Progress Report	CxP	CxP	Owner, Design Team	Project Team	
	Preliminary Construction Cx Report	CxP	CxP	Owner	Owner	Prior to occupancy
	Final Construction Cx Report	CxP	CxP	Owner	Owner	

TABLE 01-01 Cx Documentation Matrix

Phases	Document	Input By	Provided By	Reviewed/ Approved by	Used By	Notes
Occupancy and Operations	OPR Update	Owner, O&M, Users, Design Team	CxP or Designer	Owner	CxP, Owner	Refer to ASHRAE Guideline 0.2 for post-occupancy Cx
	Bod Update	Design Team	Design Team	CxP, Owner	Owner, O&M, CxP	
	Maintenance Program	Owner, O&M, Contractor, CxP	Owner or CxP	Owner, CxP	O&M, Users	
	Test Procedures	CxP	CxP	Design Team, CxP	Contractor, O&M	Refer to Systems Manual for project.
	Updated Issues and Resolution Log	CxP	CxP	N/A	Project Team	Included in final Cx Report.
	Prefinal	Project Team	CxP	N/A	Owner	Typically provided at substantial completion.
	Final Cx Report	Project Team	CxP	N/A	Owner	
	Final Issues and Resolution Log	Project Team	CxP	Owner	Owner	Included in final Cx Report.
	Recommissioning Plan	O&M, Users, CxP	CxP or Owner	Owner	Owner	