

**FIGURE C408.1.2.1
COMMISSIONING COMPLIANCE CHECKLIST**

Project Information	Project Name:
	Project Address:
	Commissioning Authority:

Commissioning Plan (Section C408.1.1)	<input type="checkbox"/> Commissioning Plan was used during construction and included items below <ul style="list-style-type: none"> • A narrative description of activities and the personnel intended to accomplish each one • Measurable criteria for performance • Functions to be tested
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Systems Balancing (Section C408.2.2)	<input type="checkbox"/> Systems Balancing has been completed <ul style="list-style-type: none"> • Air and Hydronic systems are proportionately balanced in a manner to first minimize throttling losses • Test ports are provided on each pump for measuring pressure across the pump.
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Functional Testing (Sections C208.2.3,) C408.3.1, C408.4.1.3 and C408.5.1	<input type="checkbox"/> HVAC Equipment Functional Testing has been completed (Section C408.2.3.1) HVAC equipment has been tested to demonstrate the installation and operation of components, systems and system-to-system interfacing relationships in accordance with approved plans and specifications
	<input type="checkbox"/> HVAC Controls Functional Testing has been completed (Section C408.2.3.2) HVAC controls have been tested to ensure that control devices are calibrated, adjusted and operate properly. Sequences of operation have been functionally tested to ensure they operate in accordance with approved plans and specifications
	<input type="checkbox"/> Economizers Functional Testing has been completed (Section C408.2.3.3) Economizers operate in accordance with manufacturer's specifications
	<input type="checkbox"/> Lighting Controls Functional Testing has been completed (Section C408.3.1) Lighting controls have been tested to ensure that control devices, components, equipment, and systems are calibrated, adjusted and operate in accordance with approved plans and specifications
	<input type="checkbox"/> Service Water Heating System Functional Testing has been completed (Section C408.4.1) Service water heating equipment has been tested to ensure that control devices, components, equipment, and systems are calibrated, adjusted and operate in accordance with approved plans and specifications
	<input type="checkbox"/> Pool and Spa Functional Testing has been completed (Section C408.4.1.3) Pools and spas have been tested to ensure service water heating equipment, time switches and heat recovery equipment are calibrated, adjusted and operate in accordance with approved plans and specifications
	<input type="checkbox"/> Metering System Functional Testing has been completed (Section C408.5.1) Energy source meters, energy end-use meters, the energy metering data acquisition system and required display are calibrated adjusted and operate in accordance with approved plans and specifications

Supporting Documents (Section 408.1.3.2)	<input type="checkbox"/> Manuals, record documents and training have been completed or are scheduled <ul style="list-style-type: none"> • System documentation has been provided to the owner or scheduled date: _____ • Record documents have been submitted to owner or scheduled date: _____ • Training has been completed or scheduled date: _____
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Commissioning Report (Section C408.1.2)	<input type="checkbox"/> Preliminary Commissioning Report submitted to Owner and includes items below <ul style="list-style-type: none"> • Deficiencies found during testing required by this section which have not been corrected at the time of report preparation • Deferred tests, which cannot be performed at the time of report preparation due to climatic conditions.
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Certification	<input type="checkbox"/> I hereby certify that all requirements for Commissioning have been completed in accordance with the Washington State Energy Code, including all items above. <div style="display: flex; justify-content: space-between;"> ----- Building Owner or Owner's Representative ----- Date </div>
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