

**APPENDIX I**  
**Sample Commissioning Forms**



<b>SYSTEM</b>	<b>CHECKLIST</b>
FUEL SYSTEM	.....PC0101
FUEL OIL PIPING	
OIL TANKS	
HEAT RECOVERY VENTILATOR	.....PC0201
HRV-1	
HRV-2	
HRV-3	
FANS	.....PC0301
EXHAUST FANS	
F001	
F002	
DESTRATIFICATION FANS	.....PC0302
HEAT PUMPS	.....PC0401
HP001	
HP002	
HP003	
HP004	
HP005	
HP006	
HP007	
HP008	
HP009	
HP010	
HP011	
HP012	
HP013	
HP014	
HP015	
HP016	
HEATERS	.....PC0501
UH-1	
UH-2	
DUCT HEATER	
DOMESTIC WATER	.....PC0601
DOMESTIC WATER PIPING	
DOMESTIC HOT WATER HEATERS	.....PC0602
DHW-1	
DHW-2	
EXPANSION TANKS	.....PC0603
PRV	.....PC0604
P-001	.....PC0605

PLUMBING FIXTURES	.....PC0606
WC-1	
SH-1	
L-1	
L-2	
L-3	
S-1	
S-2	
SANITARY SYSTEM	.....PC0701
SANITARY PIPING	
FLOOR DRAINS	.....PC0702
FD-1	
FD-2	
FD-3	
PLUMBING ACCESS DOORS	.....PC0703
TAB PLAN	.....PC0801
ELECTRICAL SYSTEMS	
INTERIOR LIGHTING	.....PC0901
MOTOR STARTERS	.....PC0902
CCTV	.....PC0903
SECURITY SYSTEMS	.....PC0904
FIRE DETECTION	.....PC0905
RECEPTACLES	.....PC0906
COMMUNICATIONS SYSTEM	.....PC0907
PANEL BOARDS	.....PC0908
ELECTRIC VEHICLE CHARGING STATION	.....PC0909
SOLAR	.....PC0910
EMERGENCY LIGHTS & EXITS	.....PC0911
GENERATOR	.....PC0912
ARCHITECTURAL SYSTEMS	
DOOR HARDWARE	.....PC1001
WINDOWS	.....PC1002
OVERHEAD DOORS	.....PC1003

**1 EQUIPMENT DETAILS**

**1.01 FLOOR DRAINS 22 42 01**

- .1 Location/Room number \_\_\_\_\_
- .2 Quantity of units \_\_\_\_\_
- .3 Shop drawings submitted and approved  YES  NO
- .4 Manufacturer
- .1 As specified \_\_\_\_\_
- .2 As ordered \_\_\_\_\_
- .3 As installed \_\_\_\_\_
- .5 Model number
- .1 As specified \_\_\_\_\_
- .2 As ordered \_\_\_\_\_
- .3 As installed \_\_\_\_\_

**2 PROCEDURES**

**2.01 PRE-FUNCTIONAL**

- .1 Verify security and removability of strainer  YES  NO
- .2 Confirm floor drains are clear.  YES  NO
- .3 Served by Trap Primer # \_\_\_\_\_  YES  NO

**2.02 FUNCTIONAL**

- .1 Operate Trap Primer and Confirm flow at individual traps.  YES  NO
- .2 Verify proper drainage  YES  NO

**3 COMMENTS**

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**4 SIGN OFF**

**4.01 MECHANICAL CONTRACTOR**

- .1 Company \_\_\_\_\_
- Signature \_\_\_\_\_

**1 EQUIPMENT DETAILS**

**1.01 FUEL OIL PIPING AND TANK 23 11 13**

.1 Location/Room number \_\_\_\_\_

.2 Quantity of units \_\_\_\_\_

.3 Shop drawings submitted and approved  YES  NO

.4 Manufacturer

.1 As specified \_\_\_\_\_

.2 As ordered \_\_\_\_\_

.3 As installed \_\_\_\_\_

.5 Model number

.1 As specified \_\_\_\_\_

.2 As ordered \_\_\_\_\_

.3 As installed \_\_\_\_\_

**2 PROCEDURES**

**2.01 PRE-FUNCTIONAL**

.1 All piping material as per specification  YES  NO

.2 All strainers, isolations, reducers, etc as per specification  YES  NO

.3 Piping sloped towards storage tank  YES  NO

.4 Pressure tested  YES  NO

.5 Properly flushed as per specification  YES  NO

.6 Outside piping properly painted/identified as per specification  YES  NO

.7 Storage tank level, gauges installed  YES  NO

.8 Storage tank filling station as per specification  YES  NO

.9 Storage tank pad/containment as per specification  YES  NO

**2.02 FUNCTIONAL**

.1 Operate isolation and Confirm flow  YES  NO

.2 Verify return flow(if applicable)  YES  NO

**3 COMMENTS**

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**4 SIGN OFF**

**4.01 MECHANICAL CONTRACTOR**

.1 Company \_\_\_\_\_

Signature \_\_\_\_\_

**1 EQUIPMENT DETAILS**

**1.01 FUEL OIL PIPING AND TANK 23 72 15**

.1 Location/Room number \_\_\_\_\_

.2 Quantity of units \_\_\_\_\_

.3 Shop drawings submitted and approved  YES  NO

.4 Manufacturer

.1 As specified \_\_\_\_\_

.2 As ordered \_\_\_\_\_

.3 As installed \_\_\_\_\_

.5 Model number

.1 As specified \_\_\_\_\_

.2 As ordered \_\_\_\_\_

.3 As installed \_\_\_\_\_

**2 PROCEDURES**

**2.01 PRE-FUNCTIONAL**

.1 All ducting installed as per specification  YES  NO

.2 All labels and lamecoids per specification  YES  NO

.3 Access doors close tight and in good condition  YES  NO

.4 Maintenance access acceptable  YES  NO

.5 Fan operation excessive noise and vibration free  YES  NO

.6 Filters installed as per specification  YES  NO

.7 All dampers installed as per specification  YES  NO

.8 Insulation as per specification  YES  NO

**2.02 FUNCTIONAL**

.1 Verify all dampers to ensure proper operation  YES  NO

.2 Verify airflow and static capacity as per specification  YES  NO

.3 Command on/off by controller to ensure operation  YES  NO

.4 Overwrite freeze protection, verify dampers are closed, fans shut down, valve opens and the BAS is alarmed  YES  NO

**3 COMMENTS**



**4 SIGN OFF**

**4.01 MECHANICAL CONTRACTOR**

.1 Company\_\_\_\_\_

Signature\_\_\_\_\_