

Part 1 General**1.1 GENERAL**

- .1 Provide a fully functional facility:
 - .1 Systems, equipment and components meet user's functional requirements before date of acceptance, and operate consistently at peak efficiencies and within specified energy budgets under normal loads.
 - .2 Facility user and O&M personnel have been fully trained in aspects of installed systems.
 - .3 Optimized life cycle costs.
 - .4 Complete documentation relating to installed equipment and systems.
- .2 Term "Cx" in this section means "Commissioning".
- .3 Use this Cx Plan as master planning document for Cx:
 - .1 Outlines organization, scheduling, allocation of resources, documentation, pertaining to implementation of Cx.
 - .2 Communicates responsibilities of team members involved in Cx Scheduling, documentation requirements, and verification procedures.
 - .3 Sets out deliverables relating to O&M, process and administration of Cx.
 - .4 Describes process of verification of how built works meet design Owner/Investor's requirements.
 - .5 Produces a complete functional system prior to issuance of Certificate of Occupancy.
 - .6 Management tool that sets out scope, standards, roles and responsibilities, expectations, deliverables, and provides:
 - .1 Overview of Cx.
 - .2 General description of elements that make up Cx Plan.
 - .3 Process and methodology for successful Cx.
- .4 Acronyms:
 - .1 Cx - Commissioning.
 - .2 BMM - Building Management Manual.
 - .3 EMCS - Energy Monitoring and Control Systems.
 - .4 MSDS - Material Safety Data Sheets.
 - .5 PI - Product Information.
 - .6 PV - Performance Verification.
 - .7 TAB - Testing, Adjusting and Balancing.
 - .8 WHMIS - Workplace Hazardous Materials Information System.
- .5 Commissioning terms used in this Section:
 - .1 Bumping: short term start-up to prove ability to start and prove correct rotation.

- .2 Deferred Cx - Cx activities delayed for reasons beyond Contractor's control due to lack of occupancy, weather conditions, need for heating/cooling loads.

1.2 DEVELOPMENT OF 100% CX PLAN

- .1 Cx Plan to be 100% completed within 8 weeks of award of contract to take into account:
 - .1 Approved shop drawings and product data.
 - .2 Approved changes to contract.
 - .3 Contractor's project schedule.
 - .4 Cx schedule.
 - .5 Contractor's, sub-contractor's, suppliers' requirements.
 - .6 Project construction team's and Cx team's requirements.
- .2 Submit completed Cx Plan to Departmental Representative and obtain written approval.

1.3 REFINEMENT OF CX PLAN

- .1 During construction phase, revise, refine and update Cx Plan to include:
 - .1 Changes resulting from Client program modifications.
 - .2 Approved design and construction changes.
- .2 Revise, refine and update every 6 weeks months during construction phase. At each revision, indicate revision number and date.
- .3 Submit each revised Cx Plan to Departmental Representative for review and obtain written approval.
- .4 Include testing parameters at full range of operating conditions and check responses of equipment and systems.

1.4 COMPOSITION, ROLES AND RESPONSIBILITIES OF CX TEAM

- .1 Departmental Representative to maintain overall responsibility for project and is sole point of contact between members of commissioning team.
- .2 Project Manager will select Cx Team consisting of following members:
 - .1 Departmental Design Quality Review Team: during construction, will conduct periodic site reviews to observe general progress.
 - .2 Departmental Quality Assurance Commissioning Manager: ensures Cx activities are carried out to ensure delivery of a fully operational project including:
 - .1 Review of Cx documentation from operational perspective.
 - .2 Review for performance, reliability, durability of operation, accessibility, maintainability, operational efficiency under conditions of operation.
 - .3 Protection of health, safety and comfort of occupants and O&M personnel.
 - .4 Monitoring of Cx activities, training, development of Cx documentation.
 - .5 Work closely with members of Cx Team.
 - .3 Departmental Representative is responsible for:
 - .1 Organizing Cx.

- .2 Monitoring operations Cx activities.
- .3 Witnessing, certifying accuracy of reported results.
- .4 Witnessing and certifying TAB and other tests.
- .5 Ensuring implementation of final Cx Plan.
- .6 Performing verification of performance of installed systems and equipment.
- .7 Implementation of Training Plan.
- .4 Construction Team: contractor, sub-contractors, suppliers and support disciplines, is responsible for construction/installation in accordance with Contract Documents, including:
 - .1 Testing.
 - .2 TAB.
 - .3 Performance of Cx activities.
 - .4 Delivery of training and Cx documentation.
 - .5 Assigning one person as point of contact with Departmental Representative and Departmental Cx Manager for administrative and coordination purposes.
- .5 Contractor's Cx agent implements specified Cx activities including:
 - .1 Demonstrations.
 - .2 Training.
 - .3 Testing.
 - .4 Preparation, submission of test reports.
- .6 Property Manager: represents lead role in Operation Phase and onwards and is responsible for:
 - .1 Receiving facility.
 - .2 Day-To-Day operation and maintenance of facility.

1.5 CX PARTICIPANTS

- .1 Employ the following Cx participants to verify performance of equipment and systems:
 - .1 Installation contractor/subcontractor:
 - .1 Equipment and systems except as noted.
 - .2 Equipment manufacturer: equipment specified to be installed and started by manufacturer.
 - .1 To include performance verification.
 - .3 Specialist subcontractor: equipment and systems supplied and installed by specialist subcontractor.
 - .4 Specialist Cx agency:
 - .1 Possessing specialist qualifications and installations providing environments essential to client's program but are outside scope or expertise of Cx specialists on this project.
 - .5 Client: responsible for intrusion and access security systems.

- .6 Ensure that Cx participant:
 - .1 Could complete work within scheduled time frame.
 - .2 Available for emergency and troubleshooting service during first year of occupancy by user for adjustments and modifications outside responsibility of O&M personnel
- .7 Provide names of participants to Departmental Representative and details of instruments and procedures to be followed for Cx 3months prior to starting date of Cx for review and approval.

1.6 EXTENT OF CX

- .1 Commission mechanical systems and associated equipment:
 - .1 Heating systems:
 - .1 Deaerator and associated equipment.
 - .2 Condensate tank and associated equipment.
 - .3 Boiler Feed Pump and associated equipment.
 - .4 Condensate Pump and associated equipment.
 - .2 EMCS:
 - .1 Control systems for new mechanical equipment.
- .2 Commission electrical systems and equipment:
 - .1 Low voltage below 750 V:
 - .1 Low voltage equipment.
 - .2 Low voltage distribution systems.
 - .3 Electronic data and communications information systems.

1.7 DELIVERABLES RELATING TO O&M PERSPECTIVES

- .1 General requirements:
 - .1 Compile English documentation.
 - .2 Documentation to be computer-compatible format ready for inputting for data management.
- .2 Provide deliverables:
 - .1 Warranties.
 - .2 Project record documentation.
 - .3 Inventory of spare parts, special tools and maintenance materials.
 - .4 Maintenance Management System (MMS) identification system used.
 - .5 WHMIS information.
 - .6 MSDS data sheets.
 - .7 Electrical Panel inventory containing detailed inventory of electrical circuitry for each panel board. Duplicate of inventory inside each panel.

1.8 DELIVERABLES RELATING TO THE CX PROCESS

- .1 General:
 - .1 Start-up, testing and Cx requirements, conditions for acceptance and specifications form part of relevant technical sections of these specifications.
- .2 Definitions:
 - .1 Cx as used in this section includes:
 - .1 Cx of components, equipment, systems, subsystems, and integrated systems.
 - .2 Factory inspections and performance verification tests.
- .3 Deliverables: provide:
 - .1 Cx Specifications.
 - .2 Startup, pre-Cx activities and documentation for systems, and equipment.
 - .3 Completed installation checklists (ICL).
 - .4 Completed product information (PI) report forms.
 - .5 Completed performance verification (PV) report forms.
 - .6 Results of Performance Verification Tests and Inspections.
 - .7 Description of Cx activities and documentation.
 - .8 Description of Cx of integrated systems and documentation.
 - .9 Tests performed by Owner/User.
 - .10 Training Plans.
 - .11 Cx Reports.
 - .12 Prescribed activities during warranty period.
- .4 Departmental Representative to witness and certify tests and reports of results provided to Departmental Representative .
- .5 Departmental Representative to participate.

1.9 PRE-CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Items listed in this Cx Plan include the following:
 - .1 Pre-Start-Up inspections: by Departmental Representative prior to permission to start up and rectification of deficiencies to Departmental Representative's satisfaction.
 - .2 Departmental Representative to use approved check lists.
 - .3 Departmental Representative will monitor some of these pre-start-up inspections.
 - .4 Include completed documentation with Cx report.
 - .5 Conduct pre-start-up tests: conduct pressure testing, static, flushing, cleaning, and "bumping" during construction as specified in technical sections. To be witnessed and certified by Departmental Representative and does not form part of Cx specifications.
 - .6 Departmental Representative will monitor some of these inspections and tests.
 - .7 Include completed documentation in Cx report.

- .2 Pre-Cx activities - MECHANICAL:
 - .1 "Bump" each item of equipment in its "stand-alone" mode.
 - .2 Complete pre-start-up checks and complete relevant documentation.
 - .3 After equipment has been started, test related systems in conjunction with control systems on a system-by-system basis.

1.10 START-UP

- .1 Start up components, equipment and systems.
- .2 Equipment manufacturer, supplier, installing specialist sub-contractor, as appropriate, to start-up, under Contractor's direction, following equipment, systems:
 - .1 Deaerator and associated equipment.
 - .2 Condensate tank and associated equipment.
 - .3 Boiler Feed Pump and associated equipment.
 - .4 Condensate Pump and associated equipment.
- .3 Manufacturer is responsible to "operate" the system during the Start-up activities.
- .4 Departmental Representative to monitor some all of these start-up activities.
 - .1 Rectify start-up deficiencies to satisfaction of Departmental Representative .
- .5 Performance Verification (PV):
 - .1 Approved Cx Agent to perform.
 - .1 Repeat when necessary until results are acceptable to Departmental Representative.
 - .2 Use procedures modified generic procedures to suit project requirements.
 - .3 Departmental Representative to witness and certify reported results using approved PI and PV forms.
 - .4 Departmental Representative to approve completed PV reports and provide to Departmental Representative .
 - .5 will reserves right to Departmental Representative verify up to 30% of reported results at random.
 - .6 Failure of randomly selected item shall result in rejection of PV report or report of system startup and testing.

1.11 CX ACTIVITIES AND RELATED DOCUMENTATION

- .1 Manufacturer is responsible to "operate" the system during the Cx activities.
- .2 Perform Cx by specified Cx agency using procedures developed by Departmental Representative and approved by Departmental Representative .
- .3 Departmental Representative to monitor Cx activities.
- .4 Upon satisfactory completion, Cx agency performing tests to prepare Cx Report using approved PV forms.
- .5 Departmental Representative to witness, certify reported results of, Cx activities and forward to Departmental Representative .

- .6 Departmental Representative reserves right to verify a percentage of reported results at no cost to contract.

1.12 CX OF INTEGRATED SYSTEMS AND RELATED DOCUMENTATION

- .1 Cx to be performed by specified Cx specialist, using procedures developed by Departmental Representative and approved by Departmental Representative .
- .2 Tests to be witnessed by Departmental Representative and documented on approved report forms.
- .3 Upon satisfactory completion, Cx specialist to prepare Cx Report, to be certified by Departmental Representative and submitted to Departmental Representative for review.
- .4 Departmental Representative reserves right to verify percentage of reported results.
- .5 Identification:
 - .1 In later stages of Cx, before hand-over and acceptance Departmental Representative, Contractor, Project Manager, Property Manager Departmental Representative, Departmental Representative, and Cx Manager to co-operate to complete inventory data sheets and provide assistance to Departmental Representative in full implementation of MMS identification system of components, equipment, sub-systems, systems.

1.13 INSTALLATION CHECK LISTS (ICL)

- .1 Refer to Section 01 91 33- Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.14 PRODUCT INFORMATION (PI) REPORT FORMS

- .1 Refer to Section 01 91 33- Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.15 PERFORMANCE VERIFICATION (PV) REPORT

- .1 Refer to Section 01 91 33- Commissioning (Cx) Forms: Installation Check Lists and Product Information (PI) / Performance Verification (PV) Forms.

1.16 DELIVERABLES RELATING TO ADMINISTRATION OF CX

- .1 General:
 - .1 Because of risk assessment, complete Cx of occupancy, weather and seasonal-sensitive equipment and systems in these areas before building is occupied.

1.17 CX SCHEDULES

- .1 Prepare detailed critical path Cx Schedule and submit to Departmental Representative for review and approval same time as project Construction Schedule. Include:
 - .1 Milestones, testing, documentation, training and Cx activities of components, equipment, subsystems, systems and integrated systems, including:
 - .1 Design criteria, design intents.

- .2 Pre-TAB review: 28days after contract award, and before construction starts.
- .3 Cx agents' credentials: 60days before start of Cx.
- .4 Cx procedures: 3months after award of contract.
- .5 Cx Report format: 3months after contract award.
- .6 Discussion of heating/cooling loads for Cx: 3months before start-up.
- .7 Submission of list of instrumentation with relevant certificates: 21days before start of Cx.
- .8 Notification of intention to start TAB: 21days before start of TAB.
- .9 TAB: after successful start-up, correction of deficiencies and verification of normal and safe operation.
- .10 Notification of intention to start Cx: 14days before start of Cx.
- .11 Notification of intention to start Cx of integrated systems: after Cx of related systems is completed 14days before start of integrated system Cx.
- .12 Identification of deferred Cx.
- .13 Implementation of training plans.
- .14 Cx reports: immediately upon successful completion of Cx.
- .2 Detailed training schedule to demonstrate no conflicts with testing, completion of project and hand-over to Property Manager.
- .3 6months in Cx schedule for verification of performance in all seasons and wear conditions.
- .2 After approval, incorporate Cx Schedule into Construction Schedule.
- .3 Departmental Representative, Contractor, Contractor's Cx agent, and Departmental Representative will monitor progress of Cx against this schedule.

1.18 CX REPORTS

- .1 Submit reports of tests, witnessed and certified by Departmental Representative to Departmental Representative who will verify reported results.
- .2 Include completed and certified PV reports in properly formatted Cx Reports.
- .3 Before reports are accepted, reported results to be subject to verification by Departmental Representative .

1.19 ACTIVITIES DURING WARRANTY PERIOD

- .1 Cx activities must be completed before issuance of Interim Certificate, it is anticipated that certain Cx activities may be necessary during Warranty Period.

1.20 TESTS TO BE PERFORMED BY OWNER/USER

- .1 None is anticipated on this project.

1.21 TRAINING PLANS

- .1 Refer to Section 01 91 41- Commissioning (Cx) - Training.

1.22 FINAL SETTINGS

- .1 Upon completion of Cx to satisfaction of Departmental Representative lock control devices in their final positions, indelibly mark settings marked and include in Cx Reports.

Part 2 Products**2.1 NOT USED**

- .1 Not Used.

Part 3 Execution**3.1 NOT USED**

- .1 Not Used.

END OF SECTION