

THIS FORM IS TO BE COMPLETED AT THE TIME OF INSPECTION

Project Address: _____ Permit Number: _____ - _____ - _____

ITEM #	COMMISSIONING REPORT ELEMENTS	PAGE NUMBER IN COMMISSIONING REPORT DOCUMENT
	EXECUTIVE SUMMARY	
1	Executive summary of process and results of commissioning program (include observations, conclusions, and any outstanding items)	
	HISTORY OF ANY SYSTEM DEFICIENCIES AND HOW RESOLVED	
6	Outstanding deficiencies and plans for resolution	
7	Plans for seasonal testing scheduled for a later date	
	RESULTS	
8	System performance test results and evaluations	
	SUMMARY OF TRAINING	
9	Summary of training process completed and scheduled	
	ATTACH COMMISSIONING PROCESS DOCUMENTS	
10	Commissioning Plan	
11	Owner's Project Requirements (OPR)	
12	Basis of Design (BOD)	
13	Executed installation checklists	
14	Executed Functional Performance Test (FPT) forms	
15	Recommendations for end-of-warranty review activities	

Owner & Commissioning Agent Acknowledgment

The commissioning report includes the items listed above and is approved by the owner/owner representative and commissioning agent below.

1. Owner/Owner Representative

The commissioning report includes the items listed above and have been approved by the Owner or Owner Representative.

Name: _____ Owner Owner Representative

Company Name (if applicable): _____

Signature: _____ Date: _____

2. Commissioning Agent

Name: _____

Company Name (if applicable): _____

Signature: _____ Date: _____