



### Commissioning Agent Acknowledgment

I have reviewed the test reports listed above and verified that they are complete; these tests have been executed with deficiencies corrected.

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Minimum Requirements for Functional Testing Report

1. Date and Party – Identification of the date of the test and the party conducting the test.
2. Signature Block – Signature of the designated commissioning lead and the equipment installing contractor attesting that the recorded test results are accurate.
3. Prerequisites – any conditions or related equipment checkout or testing that needs to be completed before conducting this test.
4. Precautions – Identification of the risks involved to the test team members and the equipment and how to mitigate them.
5. Instrumentation – Listing of the instrumentation and tools necessary to complete the test.
6. Reference – In each procedure item, identify the source for what is being confirmed (e.g. sequence of operation ID, operating feature, specification requirement, etc.)
7. Test Instructions – Step-by-step instructions of how to complete the test, including functions to test and the conditions under which the tests should be performed. Testing should include verification of proper operation of all equipment features, each part of the sequence of operation, overrides, lockouts, safeties, alarms, occupied and unoccupied modes, loss of normal power, exercising shutdown, startup, low load through full load (as much as possible) and back, staging and by functions, scheduling, energy efficiency strategies and loop tuning, and any other applicable Title 24 Acceptance Requirements.
8. Acceptance Criteria – Measurable pass/fail criteria for each step of the test, as applicable.
9. Results – Expected system response and space to document the actual response, readings, results, and adjustments.
10. Return to Normal – Instructions that all systems and equipment are to be returned to their as-found state at the conclusion of the tests.
11. Deficiencies – A list of deficiencies and how they were mitigated.