

Commissioning Study Report Template

These guidelines are provided as one tool to help you meet the requirements for receiving commissioning study incentives from the APS Solutions for Business Program.

Cover Page

- Customer name, project title, and location.
- Date submitted.
- Engineering firm conducting the study, including address and telephone number.

Executive Summary

- Briefly describe the report and its purpose.
- Describe the facility in as much detail as possible, including: facility size, age, general construction (brick, steel frame, etc), general dimensions (bldg height, # of floors, garage, etc), hours of occupancy and/or number of shifts, characterization of building usage, description of the base systems (lighting, HVAC, refrigeration, process, etc).

Commissioning Process

Provide a detailed narrative for each energy system analyzed. Clearly document key assumptions made and/or data utilized in analyzing each system and describe the method of analysis. Document the process implemented to ensure that the project was designed, installed and is operating within the owner's design intent. The report should include the following:

- Design
 - Owner's requirements document
 - Commissioning specifications
 - Commissioning plan
- Installation
 - Construction/start-up checklists
 - Confirm all equipment components are installed properly.
 - Confirm all controls hardware and software is installed.
- Operation
 - Confirm all equipment and systems are operating as intended
 - Final testing, adjusting and balancing (TAB) reports
 - Functional test reports
 - Operational trend data detailing system performance under variable loads
 - Verification of operator training
 - Approval of O&M manuals
- Recommendations
 - List of recommended energy-efficiency activities
 - List of implemented activities as part of the commissioning process