

SECTION 01 91 00**GENERAL COMMISSIONING REQUIREMENTS****PART 1 - GENERAL****1.1 DESCRIPTION**

- A. This Section 01 91 00 GENERAL COMMISSIONING REQUIREMENTS shall form the basis of the construction phase commissioning process and procedures. The Commissioning Agent shall add, modify, and refine the commissioning procedures, as approved by the Captain James A. Lovell Federal Health Care Center (FHCC), to suit field conditions and actual manufacturer's equipment, incorporate test data and procedure results, and provide detailed scheduling for all commissioning tasks.
- B. Various sections of the project specifications require equipment startup, testing, and adjusting services. Requirements for startup, testing, and adjusting services specified in the Division 7, Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 series sections of these specifications are intended to be provided in coordination with the commissioning services and are not intended to duplicate services. The Contractor shall coordinate the work required by individual specification sections with the commissioning services requirements specified herein.
- C. Where individual testing, adjusting, or related services are required in the project specifications and not specifically required by this commissioning requirements specification, the specified services shall be provided and copies of documentation, as required by those specifications shall be submitted to the FHCC and the Commissioning Agent to be indexed for future reference.
- D. Where training or educational services for FHCC are required and specified in other sections of the specifications, including but not limited to Division 7, Division 8, Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 series sections of the specification, these services are intended to be provided in addition to the training and educational services specified herein.
- E. Commissioning is a systematic process of verifying that the building systems perform interactively according to the construction documents and the FHCC's operational needs. The commissioning process shall encompass and coordinate the system documentation, equipment startup,

control system calibration, testing and balancing, performance testing and training. Commissioning during the construction and post-occupancy phases is intended to achieve the following specific objectives according to the contract documents:

1. Verify that the applicable equipment and systems are installed in accordance with the contract documents and according to the manufacturer's recommendations.
 2. Verify and document proper integrated performance of equipment and systems.
 3. Verify that Operations & Maintenance documentation is complete.
 4. Verify that all components requiring servicing can be accessed, serviced and removed without disturbing nearby components including ducts, piping, cabling or wiring.
 5. Verify that the FHCC's operating personnel are adequately trained to enable them to operate, monitor, adjust, maintain, and repair building systems in an effective and energy-efficient manner.
 6. Document the successful achievement of the commissioning objectives listed above.
- F. The commissioning process does not take away from or reduce the responsibility of the Contractor to provide a finished and fully functioning product.

1.2 CONTRACTUAL RELATIONSHIPS

- A. For this construction project, the FHCC contracts with a Contractor to provide construction services. The contracts are administered by the FHCC's Contracting Officer and the Contracting Officer's Representative (COR) as the designated representative of the Contracting Officer. On this project, the authority to modify the contract in any way is strictly limited to the authority of the Contracting Officer and the Resident Engineer.
- B. In this structure, only two contract parties are recognized and communications on contractual issues are strictly limited to FHCC's COR and the Contractor. It is the practice of the FHCC to require that communications between other parties to the contracts (Subcontractors and Vendors) be conducted through the COR and Contractor. It is also the practice of the FHCC that communications between other parties of the project (Commissioning Agent and Architect/Engineer) be conducted through the COR.

- C. Whole Building Commissioning is a process that relies upon frequent and direct communications, as well as collaboration between all parties to the construction process. By its nature, a high level of communication and cooperation between the Commissioning Agent and all other parties (Architects, Engineers, Subcontractors, Vendors, third party testing agencies, etc) is essential to the success of the Commissioning effort.
- D. With these fundamental practices in mind, the commissioning process described herein has been developed to recognize that, in the execution of the Commissioning Process, the Commissioning Agent must develop effective methods to communicate with every member of the construction team involved in delivering commissioned systems while simultaneously respecting the exclusive contract authority of the Contracting Officer and COR. Thus, the procedures outlined in this specification must be executed within the following limitations:
1. No communications (verbal or written) from the Commissioning Agent shall be deemed to constitute direction that modifies the terms of any contract between the FHCC and the Contractor.
 2. Commissioning Issues identified by the Commissioning Agent will be delivered to the COR and copied to the designated Commissioning Representatives for the Contractor and subcontractors on the Commissioning Team for information only in order to expedite the communication process. These issues must be understood as the professional opinion of the Commissioning Agent and as suggestions for resolution.
 3. In the event that any Commissioning Issues and suggested resolutions are deemed by the COR to require either an official interpretation of the construction documents or require a modification of the contract documents, the Contracting Officer or COR will issue an official directive to this effect.
 4. All parties to the Commissioning Process shall be individually responsible for alerting the COR of any issues that they deem to constitute a potential contract change prior to acting on these issues.
 5. Authority for resolution or modification of design and construction issues rests solely with the Contracting Officer or COR, with appropriate technical guidance from the Architect/Engineer and/or Commissioning Agent.

1.3 RELATED WORK

- A. Section 01 00 00 GENERAL REQUIREMENTS.
- B. Section 21 08 00 COMMISSIONING OF FIRE PROTECTION SYSTEMS.
- C. Section 22 08 00 COMMISSIONING OF PLUMBING SYSTEMS.
- D. Section 23 08 00 COMMISSIONING OF HFHCCC SYSTEMS.
- E. Section 26 08 00 COMMISSIONING OF ELECTRICAL SYSTEMS.
- F. Section 27 08 00 COMMISSIONING OF COMMUNICATIONS SYSTEMS.
- G. Section 28 08 00 COMMISSIONING OF ELECTRONIC SAFETY AND SECURITY SYSTEMS.

1.4 SUMMARY

- A. This Section includes general requirements that apply to implementation of commissioning without regard to systems, subsystems, and equipment being commissioned.
- B. The commissioning activities have been developed to support the FHCC requirements to meet guidelines for Federal Leadership in Environmental, Energy, and Economic Performance.

1.5 DEFINITIONS

- A. Architect: Includes Architect identified in the Contract for Construction between the Department of Veterans Affairs and Contractor, plus consultant/design professionals responsible for design of fire suppression, plumbing, HFHCCC, controls for HFHCCC systems, electrical, communications, electronic safety and security, as well as other related systems.
- B. CxA: Commissioning Agent.
- C. Commissioning Plan: a document that is an overall plan that outlines the commissioning process, commissioning team responsibilities, schedule for commissioning activities, and commissioning documents.
- D. Commissioning Issue: a condition in the installation or function of a component, piece of equipment or system that affects the system operations, maintenance, and/or repair.
- E. Commissioning Observation: a condition in the installation or function of a component, piece of equipment or system that may not be in compliance with the Contract Documents, or may not be in compliance

with the manufacturer's installation instruction, or may not be in compliance with generally accepted industry standards.

F. Systems Functional Performance Test: a test, or tests, of the dynamic function and operation of equipment and systems using manual (direct observation) or monitoring methods. Systems Functional Performance Testing is the dynamic testing of systems (rather than just components) under full operation (e.g., the chiller pump is tested interactively with the chiller functions to see if the pump ramps up and down to maintain the differential pressure setpoint). Systems are tested under various modes, such as during low cooling or heating loads, high loads, component failures, unoccupied, varying outside air temperatures, fire alarm, power failure, etc. The systems are run through all the control system's sequences of operation and components are verified to be responding as the sequences state. Traditional air or water test and balancing (TAB) is not Systems Functional Performance Testing, in the commissioning sense of the word. TAB's primary work is setting up the system flows and pressures as specified, while System Functional Performance Testing is verifying that the system has already been set up properly and is functioning in accordance with the Construction Documents. The Commissioning Agent develops the Systems Functional Performance Test Procedures in a sequential written form, coordinates, witnesses, and documents the actual testing. Systems Functional Performance Testing is performed by the Contractor. Systems Functional Performance Tests are performed after startups, control systems are complete and operational, TAB functions and Pre-Functional Checklists are complete.

G. System: A system is defined as the entire set of components, equipment, and subsystems which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one component of an entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam supply, chilled water supply, refrigerant supply, hot water supply, controls and electrical service, etc. Another example of a system which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of the fuel supply, combustion

air, controls, steam, feedwater supply, condensate return and other related components.

- H. Pre-Functional Checklist: a list of items provided by the Commissioning Agent to the Contractor that require inspection and elementary component tests conducted to verify proper installation of equipment. Pre-Functional Checklists are primarily static inspections and procedures to prepare the equipment or system for initial operation (e.g., belt tension, oil levels OK, labels affixed, gages in place, sensors calibrated, etc.). However, some Pre-Functional Checklist items entail simple testing of the function of a component, a piece of equipment or system (such as measuring the voltage imbalance on a three-phase pump motor of a chiller system). The term "Pre-Functional" refers to before Systems Functional Performance Testing. Pre-Functional Checklists augment and are combined with the manufacturer's startup checklist and the Contractor's Quality Control checklists.
- I. Seasonal Functional Performance Testing: a test or tests that are deferred until the system will experience conditions closer to their design conditions.
- J. FHCC: Includes the Contracting Officer, COR, or other authorized representative of the FHCC.
- K. TAB: Testing, Adjusting, and Balancing.

1.6 SYSTEMS TO BE COMMISSIONED

- A. Commissioning of a system or systems specified for this project is part of the construction process. Documentation and testing of these systems, as well as training of the FHCC's Operation and Maintenance personnel, is required in cooperation with the FHCC and the Commissioning Agent.
- B. The following systems will be commissioned as part of this project:
 - 1. Facility exterior closure (Division 7 and Division 8)
 - a. Roofs (Asphalt shingles, slate shingles, wood shingles, clay roof tiles, built-up bituminous, modified bituminous, EPDM, PVC, fluid-applied, sprayed polyurethane, flashing & sheet metal, metal roofing, roof specialties, and roof accessories)
 - b. Curtain Wall Systems (Mullions, glazing, and sealing)
 - c. Exterior Doors (Revolving, glass leaf, emergency exit, and service)
 - d. Exterior Windows (Aluminum, steel, glazing, storm)

- e. Louvers and Vents
- f. Sealants (Caulking, mechanical seals, and wind and vapor barriers)
- 2. Fire Suppression (Division 21)
 - a. Refer to specification section 21 08 00 for a listing of systems and components to be commissioned.
- 3. Plumbing (Division 22)
 - a. Refer to specification section 22 08 00 for a listing of systems and components to be commissioned.
- 4. HVAC (Division 23)
 - a. Refer to specification section 23 08 00 for a listing of systems and components to be commissioned.
- 5. Electrical (Division 26)
 - a. Refer to specification section 26 08 00 for a listing of systems and components to be commissioned.
- 6. Communications (Division 27)
 - a. Refer to specification section 27 08 00 for a listing of systems and components to be commissioned.
- 7. Electronic Safety and Security (Division 28)
 - a. Refer to specification section 28 08 00 for a listing of systems and components to be commissioned.

1.7 COMMISSIONING TEAM

A. Members Appointed by Contractor:

- 1. Contractor: The designated person, company, or entity that plans, schedules and coordinates the commissioning activities for the construction team.
- 2. Contractor's Commissioning Representative(s): Individual(s), each having authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated actions. The commissioning team shall consist of, but not be limited to, representatives of Contractor, including Project Superintendent and subcontractors, installers, suppliers, and specialists deemed appropriate by the FHCC and Commissioning Agent.

B. Members Appointed by FHCC:

- 1. Commissioning Agent: The designated person, company, or entity that plans, schedules, and coordinates the commissioning team to

implement the commissioning process. The FHCC will engage the CxA under a separate contract.

2. Representatives of the facility user and operation and maintenance personnel.
3. Architect and engineering design professionals.

1.8 FHCC'S COMMISSIONING RESPONSIBILITIES

- A. Appoint an individual, company or firm to act as the Commissioning Agent.
- B. Assign operation and maintenance personnel and schedule them to participate in commissioning team activities including, but not limited to, the following:
 1. Coordination meetings.
 2. Training in operation and maintenance of systems, subsystems, and equipment.
 3. Testing meetings.
 4. Witness and assist in Systems Functional Performance Testing.
 5. Demonstration of operation of systems, subsystems, and equipment.
- C. Provide the Construction Documents, prepared by Architect and approved by FHCC, to the Commissioning Agent and for use in managing the commissioning process, developing the commissioning plan, systems manuals, and reviewing the operation and maintenance training plan.

1.9 CONTRACTOR'S COMMISSIONING RESPONSIBILITIES

- A. The Contractor shall assign a Commissioning Manager to manage commissioning activities of the Contractor, and subcontractors.
- B. The Contractor shall ensure that the commissioning responsibilities outlined in these specifications are included in all subcontracts and that subcontractors comply with the requirements of these specifications.
- C. The Contractor shall ensure that each installing subcontractor shall assign representatives with expertise and authority to act on behalf of the subcontractor and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
 1. Participate in commissioning coordination meetings.
 2. Conduct operation and maintenance training sessions in accordance with approved training plans.

3. Verify that Work is complete and systems are operational according to the Contract Documents, including calibration of instrumentation and controls.
4. Evaluate commissioning issues and commissioning observations identified in the Commissioning Issues Log, field reports, test reports or other commissioning documents. In collaboration with entity responsible for system and equipment installation, recommend corrective action.
5. Review and comment on commissioning documentation.
6. Participate in meetings to coordinate Systems Functional Performance Testing.
7. Provide schedule for operation and maintenance data submittals, equipment startup, and testing to Commissioning Agent for incorporation into the commissioning plan.
8. Provide information to the Commissioning Agent for developing commissioning plan.
9. Participate in training sessions for FHCC's operation and maintenance personnel.
10. Provide technicians who are familiar with the construction and operation of installed systems and who shall develop specific test procedures to conduct Systems Functional Performance Testing of installed systems.

1.10 COMMISSIONING PROCESS

- A. The Commissioning Agent will be responsible for the overall management of the commissioning process as well as coordinating scheduling of commissioning tasks with the FHCC and the Contractor. As directed by the FHCC, the Contractor shall incorporate Commissioning tasks, including, but not limited to, Systems Functional Performance Testing (including predecessors) with the Master Construction Schedule.
- B. Within 30 days of contract award, the Contractor shall designate a specific individual as the Commissioning Manager (CM) to manage and lead the commissioning effort on behalf of the Contractor. The Commissioning Manager shall be the single point of contact and communications for all commissioning related services by the Contractor.

C. Within 30 days of contract award, the Contractor shall ensure that each subcontractor designates specific individuals as Commissioning Representatives (CR) to be responsible for commissioning related tasks. The Contractor shall ensure the designated Commissioning Representatives participate in the commissioning process as team members providing commissioning testing services, equipment operation, adjustments, and corrections if necessary. The Contractor shall ensure that all Commissioning Representatives shall have sufficient authority to direct their respective staff to provide the services required, and to speak on behalf of their organizations in all commissioning related contractual matters.

1.11 QUALITY ASSURANCE

- A. Instructor Qualifications: Factory authorized service representatives shall be experienced in training, operation, and maintenance procedures for installed systems, subsystems, and equipment.
- B. Test Equipment Calibration: The Contractor shall comply with test equipment manufacturer's calibration procedures and intervals. Recalibrate test instruments immediately whenever instruments have been repaired following damage or dropping. Affix calibration tags to test instruments. Instruments shall have been calibrated within six months prior to use.

1.12 COORDINATION

- A. Management: The Commissioning Agent will coordinate the commissioning activities with the FHCC and Contractor. The Commissioning Agent will submit commissioning documents and information to the FHCC. All commissioning team members shall work together to fulfill their contracted responsibilities and meet the objectives of the contract documents.
- B. Scheduling: The Contractor will work with the Commissioning Agent and the FHCC to incorporate the commissioning activities into the construction schedule. The Commissioning Agent will provide sufficient information on commissioning activities to allow the Contractor and the FHCC to schedule commissioning activities. All parties shall address scheduling issues and make necessary notifications in a timely manner in order to expedite the project and the commissioning process. The

Contractor shall update the Master Construction as directed by the FHCC.

- C. Initial Schedule of Commissioning Events: The Commissioning Agent will provide the initial schedule of primary commissioning events in the Commissioning Plan and at the commissioning coordination meetings. The Commissioning Plan will provide a format for this schedule. As construction progresses, more detailed schedules will be developed by the Contractor with information from the Commissioning Agent.
- D. Commissioning Coordinating Meetings: The Commissioning Agent will conduct periodic Commissioning Coordination Meetings of the commissioning team to review status of commissioning activities, to discuss scheduling conflicts, and to discuss upcoming commissioning process activities.
- E. Pretesting Meetings: The Commissioning Agent will conduct pretest meetings of the commissioning team to review startup reports, Pre-Functional Checklist results, Systems Functional Performance Testing procedures, testing personnel and instrumentation requirements.
- F. Systems Functional Performance Testing Coordination: The Contractor shall coordinate testing activities to accommodate required quality assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting. The Contractor shall coordinate the schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. The Contractor shall provide all standard and specialized testing equipment required to perform Systems Functional Performance Testing. Test equipment required for Systems Functional Performance Testing will be identified in the detailed System Functional Performance Test Procedure prepared by the Commissioning Agent.
- B. Data logging equipment and software required to test equipment shall be provided by the Contractor.
- C. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in

the Specifications. If not otherwise noted, the following minimum requirements apply: Temperature sensors and digital thermometers shall have a certified calibration within the past year to an accuracy of 0.5 °C (1.0 °F) and a resolution of + or - 0.1 °C (0.2 °F). Pressure sensors shall have an accuracy of + or - 2.0% of the value range being measured (not full range of meter) and have been calibrated within the last year. All equipment shall be calibrated according to the manufacturer's recommended intervals and when dropped or damaged. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 STARTUP, INITIAL CHECKOUT, AND PRE-FUNCTIONAL CHECKLISTS

- A. The following procedures shall apply to all equipment and systems to be commissioned, according to Part 1, Systems to Be Commissioned.
 - 1. Pre-Functional Checklists are important to ensure that the equipment and systems are hooked up and operational. These ensure that Systems Functional Performance Testing may proceed without unnecessary delays. Each system to be commissioned shall have a full Pre-Functional Checklist completed by the Contractor prior to Systems Functional Performance Testing. No sampling strategies are used.
 - a. The Pre-Functional Checklist will identify the trades responsible for completing the checklist. The Contractor shall ensure the appropriate trades complete the checklists.
 - b. The Commissioning Agent will review completed Pre-Functional Checklists and field-verify the accuracy of the completed checklist using sampling techniques.
 - 2. Startup and Initial Checkout Plan: The Contractor shall develop detailed startup plans for all equipment. The primary role of the Contractor in this process is to ensure that there is written documentation that each of the manufacturer recommended procedures have been completed. Parties responsible for startup shall be identified in the Startup Plan and in the checklist forms.
 - a. The Contractor shall develop the full startup plan by combining (or adding to) the checklists with the manufacturer's detailed startup and checkout procedures from the O&M manual data and the

field checkout sheets normally used by the Contractor. The plan shall include checklists and procedures with specific boxes or lines for recording and documenting the checking and inspections of each procedure and a summary statement with a signature block at the end of the plan.

- b. The full startup plan shall at a minimum consist of the following items:
 - 1) The Pre-Functional Checklists.
 - 2) The manufacturer's standard written startup procedures copied from the installation manuals with check boxes by each procedure and a signature block added by hand at the end.
 - 3) The manufacturer's normally used field checkout sheets.
 - a) The Contractor shall review and evaluate the procedures and the format for documenting them, noting any procedures that need to be revised or added.
 - b) Final approval will be by the FHCC.
- 3. Sensor and Actuator Calibration
 - a. All field installed temperature, relative humidity, CO₂ and pressure sensors and gages, and all actuators (dampers and valves) on all equipment shall be calibrated using the methods described in Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 specifications.
 - b. All procedures used shall be fully documented on the Pre-Functional Checklists or other suitable forms, clearly referencing the procedures followed and written documentation of initial, intermediate and final results.
- 4. Execution of Equipment Startup
 - a. Four weeks prior to equipment startup, the Contractor shall schedule startup and checkout with the FHCC and Commissioning Agent. The performance of the startup and checkout shall be directed and executed by the Contractor.
 - b. The Commissioning Agent will observe the startup procedures for selected pieces of primary equipment.
 - c. The Contractor shall execute startup and provide the FHCC and Commissioning Agent with a signed and dated copy of the completed startup checklists, and contractor tests.
 - d. Only individuals that have direct knowledge and witnessed that a line item task on the Startup Checklist was actually performed

shall initial or check that item off. It is not acceptable for witnessing supervisors to fill out these forms.

3.2 DEFICIENCIES, NONCONFORMANCE, AND APPROFHCCL IN CHECKLISTS AND STARTUP

- A. The Contractor shall clearly list any outstanding items of the initial startup and Pre-Functional Checklist procedures that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies shall be provided to the FHCC and the Commissioning Agent within two days of completion.
- B. The Commissioning Agent will work with the Contractor to correct and verify deficiencies or uncompleted items. The Commissioning Agent will involve the FHCC and others as necessary. The Contractor shall correct all areas that are noncompliant or incomplete in the checklists in a timely manner, and shall notify the FHCC and Commissioning Agent as soon as outstanding items have been corrected. The Contractor shall submit an updated startup report and a Statement of Correction on the original noncompliance report. When satisfactorily completed, the Commissioning Agent will recommend approval of the checklists and startup of each system to the FHCC.
- C. The Contractor shall be responsible for resolution of deficiencies as directed the FHCC.

3.3 PHASED COMMISSIONING

- A. The project may require startup and initial checkout to be executed in phases. This phasing shall be planned and scheduled in a coordination meeting of the FHCC, Commissioning Agent, and the Contractor. Results will be added to the master construction schedule and the commissioning schedule.

3.4 TRENDING AND ALARMS

- A. Trending is a method of testing as a standalone method or to augment manual testing. The Contractor shall trend any and all points of the system or systems.
- B. Alarms are a means to notify the system operator that abnormal conditions are present in the system. Alarms shall be structured into three tiers - Critical, Priority, and Maintenance.

1. Critical alarms are intended to be alarms that require the immediate attention of and action by the Operator. These alarms shall be displayed on the Operator Workstation in a popup style window that is graphically linked to the associated unit's graphical display. The popup style window shall be displayed on top of any active window within the screen, including non DDC system software.
 2. Priority level alarms are to be printed to a printer which is connected to the Operator's Work Station located within the engineer's office. Additionally Priority level alarms shall be able to be monitored and viewed through an active alarm application. Priority level alarms are alarms which shall require reaction from the operator or maintenance personnel within a normal work shift, and not immediate action.
 3. Maintenance alarms are intended to be minor issues which would require examination by maintenance personnel within the following shift. These alarms shall be generated in a scheduled report automatically by the DDC system at the start of each shift. The generated maintenance report will be printed to a printer located within the engineer's office.
- C. The Contractor shall provide graphical trending through the DDC control system of systems being commissioned. Trending requirements are included with the Systems Functional Performance Test Procedures. Trending shall occur before, during and after Systems Functional Performance Testing. The Contractor shall be responsible for producing graphical representations of the trended DDC points that show each system operating properly during steady state conditions as well as during the System Functional Testing. These graphical reports shall be submitted to the COR and Commissioning Agent for review and analysis before, during dynamic operation, and after Systems Functional Performance Testing. The Contractor shall provide, but not limited to, the following trend requirements and trend submissions:
1. Pre-testing, Testing, and Post-testing - Trend reports of trend logs and graphical trend plots are required as defined by the Commissioning Agent. The trend log points, sampling rate, graphical plot configuration, and duration will be dictated by the Commissioning Agent. At any time during the Commissioning Process the Commissioning Agent may recommend changes to aspects of trending as deemed necessary for proper system analysis. The Contractor shall

- implement any changes as directed by the COR. Any pre-test trend analysis comments generated by the Commissioning Team should be addressed and resolved by the Contractor, as directed by the COR, prior to the execution of Systems Functional Performance Testing.
2. Dynamic plotting - The Contractor shall also provide dynamic plotting during Systems Functional Performance testing at frequent intervals for points determined by the Systems Functional Performance Test Procedure. The graphical plots will be formatted and plotted at durations listed in the Systems Functional Performance Test Procedure.
 3. Graphical plotting - The graphical plots shall be provided with a dual y-axis allowing 15 or more trend points (series) plotted simultaneously on the graph with each series in distinct color. The plots will further require title, axis naming, legend etc. all described by the Systems Functional Performance Test Procedure. If this cannot be sufficiently accomplished directly in the Direct Digital Control System then it is the responsibility of the Contractor to plot these trend logs in Microsoft Excel.

3.5 SYSTEMS FUNCTIONAL PERFORMANCE TESTING

- A. This paragraph applies to Systems Functional Performance Testing of systems for all referenced specification Divisions.
- B. Objectives and Scope: The objective of Systems Functional Performance Testing is to demonstrate that each system is operating according to the Contract Documents. Systems Functional Performance Testing facilitates bringing the systems from a state of substantial completion to full dynamic operation. Additionally, during the testing process, areas of noncompliant performance are identified and corrected, thereby improving the operation and functioning of the systems. In general, each system shall be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load, fire alarm and emergency power) where there is a specified system response. The Contractor shall verify each sequence in the sequences of operation. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.
- C. Development of Systems Functional Performance Test Procedures: Before Systems Functional Performance Test procedures are written, the

Contractor shall submit all requested documentation and a current list of change orders affecting equipment or systems, including an updated points list, program code, control sequences and parameters. Using the testing parameters and requirements found in the Contract Documents and approved submittals and shop drawings, the Commissioning Agent will develop specific Systems Functional Test Procedures to verify and document proper operation of each piece of equipment and system to be commissioned. The Contractor shall assist the Commissioning Agent in developing the Systems Functional Performance Test procedures as requested by the Commissioning Agent i.e. by answering questions about equipment, operation, sequences, etc. Prior to execution, the Commissioning Agent will provide a copy of the Systems Functional Performance Test procedures to the FHCC, the Architect/Engineer, and the Contractor, who shall review the tests for feasibility, safety, equipment and warranty protection.

- D. Purpose of Test Procedures: The purpose of each specific Systems Functional Performance Test is to verify and document compliance with the stated criteria of acceptance given on the test form.
- E. Test Methods: Systems Functional Performance Testing shall be achieved by manual testing (i.e. persons manipulate the equipment and observe performance) and/or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by standalone data loggers. The Contractor and Commissioning Agent shall determine which method is most appropriate for tests that do not have a method specified.
 - 1. Simulated Conditions: Simulating conditions (not by an overwritten value) shall be allowed, although timing the testing to experience actual conditions is encouraged wherever practical.
 - 2. Overwritten values: Overwriting sensor values to simulate a condition, such as overwriting the outside air temperature reading in a control system to be something other than it really is, shall be allowed, but shall be used with caution and avoided when possible. Such testing methods often can only test a part of a system, as the interactions and responses of other systems will be erroneous or not applicable. Simulating a condition is preferable. e.g., for the above case, by heating the outside air sensor with a hair blower rather than overwriting the value or by altering the appropriate setpoint to see the desired response. Before simulating

conditions or overwriting values, sensors, transducers and devices shall have been calibrated.

3. Simulated Signals: Using a signal generator which creates a simulated signal to test and calibrate transducers and DDC constants is generally recommended over using the sensor to act as the signal generator via simulated conditions or overwritten values.
 4. Altering Setpoints: Rather than overwriting sensor values, and when simulating conditions is difficult, altering setpoints to test a sequence is acceptable. For example, to see the Air Conditioning compressor lockout initiate at an outside air temperature below 12 C (54 F), when the outside air temperature is above 12 C (54 F), temporarily change the lockout setpoint to be 2 C (4 F) above the current outside air temperature.
 5. Indirect Indicators: Relying on indirect indicators for responses or performance shall be allowed only after visually and directly verifying and documenting, over the range of the tested parameters, that the indirect readings through the control system represent actual conditions and responses. Much of this verification shall be completed during systems startup and initial checkout.
- F. Setup: Each function and test shall be performed under conditions that simulate actual conditions as closely as is practically possible. The Contractor shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At completion of the test, the Contractor shall return all affected building equipment and systems, due to these temporary modifications, to their pretest condition.
- G. Sampling: No sampling is allowed in completing Pre-Functional Checklists. Sampling is allowed for Systems Functional Performance Test Procedures execution. The Commissioning Agent will determine the sampling rate. If at any point, frequent failures are occurring and testing is becoming more troubleshooting than verification, the Commissioning Agent may stop the testing and require the Contractor to perform and document a checkout of the remaining units, prior to continuing with Systems Functional Performance Testing of the remaining units.
- H. Cost of Retesting: The cost associated with expanded sample System Functional Performance Tests shall be solely the responsibility of the

Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.

- I. Coordination and Scheduling: The Contractor shall provide a minimum of 7 days notice to the Commissioning Agent and the FHCC regarding the completion schedule for the Pre-Functional Checklists and startup of all equipment and systems. The Commissioning Agent will schedule Systems Functional Performance Tests with the Contractor and FHCC. The Commissioning Agent will witness and document the Systems Functional Performance Testing of systems. The Contractor shall execute the tests in accordance with the Systems Functional Performance Test Procedure.
- J. Testing Prerequisites: In general, Systems Functional Performance Testing will be conducted only after Pre-Functional Checklists have been satisfactorily completed. The control system shall be sufficiently tested and approved by the Commissioning Agent and the FHCC before it is used to verify performance of other components or systems. The air balancing and water balancing shall be completed before Systems Functional Performance Testing of air-related or water-related equipment or systems are scheduled. Systems Functional Performance Testing will proceed from components to subsystems to systems. When the proper performance of all interacting individual systems has been achieved, the interface or coordinated responses between systems will be checked.
- K. Problem Solving: The Commissioning Agent will recommend solutions to problems found, however the burden of responsibility to solve, correct and retest problems is with the Contractor.

3.6 DOCUMENTATION, NONCONFORMANCE AND APPROVAL OF TESTS

- A. Documentation: The Commissioning Agent will witness, and document the results of all Systems Functional Performance Tests using the specific procedural forms developed by the Commissioning Agent for that purpose. Prior to testing, the Commissioning Agent will provide these forms to the FHCC and the Contractor for review and approval. The Contractor shall include the filled out forms with the O&M manual data.
- B. Nonconformance: The Commissioning Agent will record the results of the Systems Functional Performance Tests on the procedure or test form. All items of nonconformance issues will be noted and reported to the FHCC

on Commissioning Field Reports and/or the Commissioning Master Issues Log.

1. Corrections of minor items of noncompliance identified may be made during the tests. In such cases, the item of noncompliance and resolution shall be documented on the Systems Functional Test Procedure.
2. Every effort shall be made to expedite the systems functional Performance Testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the Commissioning Agent shall not be pressured into overlooking noncompliant work or loosening acceptance criteria to satisfy scheduling or cost issues, unless there is an overriding reason to do so by direction from the FHCC.
3. As the Systems Functional Performance Tests progresses and an item of noncompliance is identified, the Commissioning Agent shall discuss the issue with the Contractor and the FHCC.
4. When there is no dispute on an item of noncompliance, and the Contractor accepts responsibility to correct it:
 - a. The Commissioning Agent will document the item of noncompliance and the Contractor's response and/or intentions. The Systems Functional Performance Test then continues or proceeds to another test or sequence. The Contractor shall correct the item of noncompliance and report completion to the FHCC and the Commissioning Agent.
 - b. The need for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test and the test shall be repeated.
5. If there is a dispute about item of noncompliance, regarding whether it is an item of noncompliance, or who is responsible:
 - a. The item of noncompliance shall be documented on the test form with the Contractor's response.
 - b. Resolutions shall be made at the lowest management level possible. Other parties are brought into the discussions as needed. Final interpretive and acceptance authority is with the FHCC.
 - c. The Commissioning Agent will document the resolution process.

- d. Once the interpretation and resolution have been decided, the Contractor shall correct the item of noncompliance, report it to the Commissioning Agent. The requirement for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test. Retesting shall be repeated until satisfactory performance is achieved.
- C. Cost of Retesting: The cost to retest a System Functional Performance Test shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.
- D. Approval: The Commissioning Agent will note each satisfactorily demonstrated function on the test form. Formal approval of the Systems Functional Performance Test shall be made later after review by the Commissioning Agent and by the FHCC. The Commissioning Agent will evaluate each test and report to the FHCC using a standard form. The FHCC will give final approval on each test using the same form, and provide signed copies to the Commissioning Agent and the Contractor.

3.7 DEFERRED TESTING

- A. Unforeseen Deferred Systems Functional Performance Tests: If any Systems Functional Performance Test cannot be completed due to the building structure, required occupancy condition or other conditions, execution of the Systems Functional Performance Testing may be delayed upon approval of the FHCC.
- B. Deferred Seasonal Testing: Deferred Seasonal Systems Functional Performance Tests are those that must be deferred until weather conditions are closer to the systems design parameters. The Commissioning Agent will review systems parameters and recommend which Systems Functional Performance Tests should be deferred until weather conditions more closely match systems parameters. The Contractor shall review and comment on the proposed schedule for Deferred Seasonal Testing. The FHCC will review and approve the schedule for Deferred Seasonal Testing. Deferred Seasonal Systems Functional Performances Tests shall be witnessed and documented by the Commissioning Agent. Deferred Seasonal Systems Functional Performance Tests shall be executed by the Contractor in accordance with these specifications.

3.8 OPERATION AND MAINTENANCE TRAINING REQUIREMENTS

- A. Training Preparation Conference: Before operation and maintenance training, the Commissioning Agent will convene a training preparation conference to include FHCC's COR, FHCC's Operations and Maintenance personnel, and the Contractor. The purpose of this conference will be to discuss and plan for Training and Demonstration of FHCC Operations and Maintenance personnel.
- B. The Contractor shall provide training and demonstration as required by other Division 21, Division 22, Division 23, Division 26, Division 27, and Division 28 sections. The Training and Demonstration shall include, but is not limited to, the following:
1. Review the Contract Documents.
 2. Review installed systems, subsystems, and equipment.
 3. Review instructor qualifications.
 4. Review instructional methods and procedures.
 5. Review training module outlines and contents.
 6. Review course materials (including operation and maintenance manuals).
 7. Review and discuss locations and other facilities required for instruction.
 8. Review and finalize training schedule and verify availability of educational materials, instructors, audiovisual equipment, and facilities needed to avoid delays.
 9. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.
- C. Training Module Submittals: The Contractor shall submit the following information to the FHCC and the Commissioning Agent:
1. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module. At completion of training, submit two complete training manuals for FHCC's use.
 2. Qualification Data: Submit qualifications for facilitator and/or instructor.

3. Attendance Record: For each training module, submit list of participants and length of instruction time.
4. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.
5. Demonstration and Training Videotapes: Submit two copies within seven days of end of each training module

D. QUALITY ASSURANCE

1. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
2. Instructor Qualifications: A factory authorized service representative experienced in operation and maintenance procedures and training.

E. COORDINATION

1. Coordinate instruction schedule with FHCC's operations. Adjust schedule as required to minimize disrupting FHCC's operations.
2. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
3. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by the FHCC.

F. INSTRUCTION PROGRAM

1. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:
 - a. Fire protection systems, including fire alarm, fire pumps, and fire suppression systems.
 - b. Intrusion detection systems.
 - c. Medical equipment, including medical gas equipment and piping.
 - d. Laboratory equipment, including laboratory air and vacuum equipment and piping.

- e. Heat generation, including boilers, feedwater equipment, pumps, steam distribution piping, condensate return systems, heating hot water heat exchangers, and heating hot water distribution piping.
 - f. Refrigeration systems, including chillers, cooling towers, condensers, pumps, and distribution piping.
 - g. HVAC systems, including air handling equipment, air distribution systems, and terminal equipment and devices.
 - h. switchgear, transformers, switchboards, panelboards, uninterruptible power supplies, and motor controls.
 - i. Packaged engine generators, including synchronizing switchgear/switchboards, and transfer switches.
 - j. Lighting equipment and controls.
 - k. Communication systems, including intercommunication, surveillance, nurse call systems, public address, mass evacuation, voice and data, and entertainment television equipment.
- G. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participants are expected to master. For each module, include instruction for the following:
- 1. Basis of System Design, Operational Requirements, and Criteria:
Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Operating standards.
 - c. Regulatory requirements.
 - d. Equipment function.
 - e. Operating characteristics.
 - f. Limiting conditions.
 - g. Performance curves.
 - 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project Record Documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.

- f. Procedures for routine maintenance.
- g. Instruction on use of special tools.
- 8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.
- H. Training Execution:
 - 1. Preparation: Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual. Set up instructional equipment at instruction location.
 - 2. Instruction:
 - a. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and FHCC for number of participants, instruction times, and location.
 - b. Instructor: Engage qualified instructors to instruct FHCC's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1) The FHCC will furnish the Contractor with names and positions of participants.
 - 3. Scheduling: Provide instruction at mutually agreed times. For equipment that requires seasonal operation, provide similar instruction at start of each season. Schedule training with the FHCC and the Commissioning Agent with at least seven days' advance notice.
 - 4. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.
- I. Demonstration and Training Recording:
 - 1. General: Engage a qualified commercial videographer to record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of

- each training module, record each chart containing learning objective and lesson outline.
2. Video Format: Provide high quality color DVD color on standard size DVD disks.
 3. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.

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