

Commissioning Compliance Checklist



2020
City of Boulder
Energy Conservation Code

Applies to: All New Buildings, Additions, Alterations and Repairs which require a permit from the City.
Exception: Mechanical systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (140 690 W) cooling capacity and 600,000 Btu/h (175 860 W) heating capacity

Project Information	Project Name:
	Project Address:
	Registered design professional or approved agency that completed commissioning:
Air Leakage Testing	The completed building was tested and the air leakage rate of the building envelope does not exceed 0.40cfm/ft ² at 0.3" water gauge: (owner representative to initial here) _____
Commissioning Plan	Commissioning Plan was used during construction and includes all items : (owner representative to initial here) _____
Systems Adjusting and Balancing	Systems Adjusting and Balancing has been completed. Air and water flow rates have been measured and adjusted to deliver final flow rates within the tolerances provided in the produce specifications.
Functional Testing	HVAC Equipment Functional Testing has been executed. If applicable, deferred and/or follow-up testing isscheduled to be provided on: _____
	HVAC Controls Functional Testing has been executed. If applicable, deferred and/or follow-up testing isscheduled to be provided on: _____
	Economizers Functional Testing has been executed. If applicable, deferred and/or follow-up testing isscheduled to be provided on: _____
	Lighting Controls Functional Testing has been executed. If applicable, deferred and/or follow-up testing isscheduled to be provided on: _____
	Service Water Heating System Functional Testing has been executed. If applicable, deferred and/or follow-up testing isscheduled to be provided on: _____
Supporting Documents	<p>Manuals, record documents and training have been completed or are scheduled</p> <ul style="list-style-type: none"> • System documentation has been provided to the owner or scheduled to be delivered to the owner on: _____ • Record documents have been submitted to owner or scheduled to be delivered to the owner on: _____ • Training has been completed or scheduled to be completed on: _____
Preliminary Commissioning Report	Preliminary Commissioning Reportsubmitted to Owner and includes all itemsrequired: (owner representative to initial here) _____
Certification	I hereby certify that the commissioning provider has provided me with evidence of mechanical, service water heating and lighting systems commissioning in accordance with the 2020 City of Boulder Energy Conservation Code.
	<div style="display: flex; justify-content: space-between;"> Signature of Building Owner or Owner's Representative Date </div>