

**WAC 51-11C-40801 Section C408.1—General.**

**C408.1 General.** A building commissioning process led by a *certified commissioning professional* shall be completed for mechanical and refrigeration systems in Sections C403 and C410, service water heating systems in Section C404, electrical power and lighting systems in Section C405 and energy metering in Section C409.

EXCEPTION: Buildings, or portions thereof, which are exempt from Sections C408.2 through C408.6 may be excluded from the commissioning process.

**C408.1.1 Commissioning in construction documents.** Construction document notes shall clearly indicate provisions for commissioning and completion requirements in accordance with this section and are permitted to refer to specifications for further requirements.

**C408.1.2 Commissioning plan.** A commissioning plan shall be developed by the project's certified commissioning professional and shall outline the organization, schedule, allocation of resources, and documentation requirements of the commissioning process. Items 1 through 4 shall be included with the construction documents, and items 5 through 8 shall be submitted prior to the first mechanical inspection. For projects where no mechanical inspection is required, items 5 through 8 shall be submitted prior to the first electrical inspection.

1. A narrative description of the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.

2. Roles and responsibilities of the commissioning team, including statement of qualifications of the commissioning professional.

3. A schedule of activities including systems testing and balancing, functional performance testing, and verification of the building documentation requirements in Section C103.6.

4. Where the certified commissioning professional is an employee of one of the registered design professionals of record or an employee or subcontractor of the project contractor, an In-House Commissioning Disclosure and Conflict Management Plan shall be submitted with the commissioning plan. This plan shall disclose the certified commissioning professional's contractual relationship with other team members and provide a conflict management plan demonstrating that the certified commissioning professional is free to identify any issues discovered and report directly to the owner.

5. A listing of the specific equipment, appliances or systems to be tested and a description of the tests to be performed.

6. Functions to be tested.

7. Conditions under which the test will be performed.

8. Measurable criteria for performance.

**C408.1.3 Final commissioning report.** A final commissioning report shall be completed and certified by the *certified commissioning professional* and delivered to the building owner or owner's authorized agent. The report shall be organized with mechanical, lighting, service water heating and metering findings in separate sections to allow independent review. The report shall record the activities and results of the commissioning process and be developed from the final commissioning plan with all of its attached appendices. The report shall include:

1. Results of functional performance tests.

2. Disposition of deficiencies found during testing, including details of corrective measures used or proposed.

3. Functional performance test procedures used during the commissioning process including measurable criteria for test acceptance, provided herein for repeatability.

EXCEPTION: Deferred tests which cannot be performed at the time of report preparation due to climatic conditions.

**C408.1.4. Commissioning process completion requirements.** Prior to the final mechanical, plumbing and electrical inspections or obtaining a certificate of occupancy, the *certified commissioning professional* or approved agency shall provide evidence of systems *commissioning* and completion in accordance with the provisions of this section.

Copies of all documentation shall be given to the owner and made available to the *code official* upon request in accordance with Section C408.1.4.3.

**C408.1.4.1 Commissioning progress report for code compliance.** A preliminary report of commissioning test procedures and results shall be completed and certified by the *certified commissioning professional* or *approved agency* and provided to the building owner or owner's authorized agent. The report shall be organized with mechanical, lighting, service water heating and metering findings in separate sections to allow independent review. The report shall be identified as "Preliminary Commissioning Report" and shall identify:

1. Itemization of deficiencies found during testing required by this code that have not been corrected at the time of report preparation.

2. Deferred tests that cannot be performed at the time of report preparation because of climatic conditions, with anticipated date of completion.

3. Climatic conditions required for performance of the deferred tests.

4. Status of the project's record documents, manuals and systems operation training with respect to requirements in Section C103.6.

**C408.1.4.2 Acceptance of report.** Buildings, or portions thereof, shall not be considered acceptable for a final inspection pursuant to Section C104.2 until the *code official* has received a letter of transmittal from the building owner acknowledging that the building owner or owner's authorized agent has received the Preliminary Commissioning Report. Completion of the Commissioning Compliance Checklist (Figure C408.1.4.2) is deemed to satisfy this requirement.

**C408.1.4.3 Copy of report.** The *code official* shall be permitted to require that a copy of the Preliminary Commissioning Report be made available for review by the *code official*.

[Statutory Authority: RCW 19.27A.025, 19.27A.045, 19.27A.160, and 19.27.074. WSR 16-24-070, § 51-11C-40801, filed 12/6/16, effective 5/1/17; WSR 16-13-089, § 51-11C-40801, filed 6/15/16, effective 7/16/16. Statutory Authority: RCW 19.27A.025, 19.27A.160, and 19.27.074. WSR 16-03-072, § 51-11C-40801, filed 1/19/16, effective 7/1/16. Statutory Authority: RCW 19.27A.020, 19.27A.025 and chapters 19.27 and 34.05 RCW. WSR 13-04-056, § 51-11C-40801, filed 2/1/13, effective 7/1/13.]