

✓	Actual Date	Milestone	Schedule timing
		Initial Commissioning meeting and final plan	Within the first 60 – 90 days after building construction begins.
		Provide submittals to CxA for review. Submittals should be delivered to CxA at the same time as being delivered to design team for initial review. CxA does the review concurrently with designers and will feed any comments to designer to be incorporated into their comments. CxA needs all MEP submittals, and all submittals related to LEED related credits.	At the first submittal and throughout the submittal process.
		System Verification Checklists (SVC)/tests (write & distribute)	Distributed after approved submittals and before equipment is delivered.
		Wall systems mock ups and/or initial construction	After mockup is complete or if none at beginning of 1 st wall construction
		Window system initial installation	Start with 1 st window
		Beginning of installation of Roofing system	Start with 1 st roof work
		On site review of As-Builts at 30%, 60%, 90%, 100% of construction Main duct runs when complete, Main piping runs when complete, Et Cetera.	As listed
		30%, 50%, & 90% shell completion: Connections between roof & wall Window flashing / caulking Vapor barrier/air barrier installation	As listed
		80% completion of mechanical rooms / equipment, duct, & piping	As listed
		60% completion of duct and piping installation Straight duct runs to VAV boxes, P/T plugs installed / accessible, Flow meter installation clearances, Balancing valves / flow control valves accessible Reasonable access to equipment for maintenance	As listed
		Develop Functional Tests	Based on approved submittals. We need full set of approved MEP submittals.
		Review / witness duct testing	Based on Contractors Schedule
		Above ceiling punch walk through before installation of ceiling tiles (this should be performed by Architect & Owner) Fire proofing, Access to fire dampers cut in and installed, Hanger distances.	Not Commissioning but good for scheduling
		Meeting with TAB contractor, walkthrough, review of preliminary submittal requirements listed in specifications.	Around 60% construction, before installation is complete.
		Control system Point-to-Point checkout: Verification of communication between points Verification of sensor calibration	Based on Contractors Schedule
		Obtain ATC software for balancing purposes	As early as possible
		Review ATC graphics package to be sure the programming will be complete before completion of construction.	As early as possible
		Site visitations during TAB functions, to perform TAB verification requirements.	Based on Contractors Schedule
		Develop Preliminary Training Agendas for contractors to complete. Review training requirements with owner.	During last 3 months of construction.
		Receive SVCs back from contractor and review prior to functional testing. These could come back as systems are complete instead of all at once.	Before Functional Testing begins.
		Receive confirmation that engineers punchlist items have been completed	Before Functional Testing begins.
		Receive approved TAB report from engineer.	Before Functional Testing begins.

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		Functional performance tests: Review FTs in detail with contractors prior to execution, Observe and record results of functional tests as contractors execute the tests.	After Startup. After A/E Punchlist is complete. After approved balancing report. After complete ATC graphics.
		Issues Resolution and redo functional testing.	As needed
		Training Verification Receive final training agendas from contractors. Witness training.	Around Functional Testing at the schedule of owner
		Review and comment on O&M Manuals. Extract information required for the development of Recommissioning manual.	Begin just after submittal approval.
		Final Cx Report	After Functional Testing
		Seasonal testing	As needed