**COMMISSIONING, INSPECTIONS & EQUIPMENT CERTIFICATION**

Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Substantial Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Date of Final Completion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMISSIONING ACTIVITIES**

YES NO N/A

[ ]  [ ]  [ ]  PM and Contractor have walked the facility with the Fire Marshal to confirm NFPA 101 requirements and compliance have been met.

 Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Scheduled and passed UH FM Health Inspection, if required

 Date of inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Finalize any outstanding inspections with utility companies

 Date of inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 One copy to be filed in the project folder

[ ]  [ ]  [ ]  Schedule IT network start up and test connectivity

[ ]  [ ]  [ ]  Contractor starts up all systems prior to the start of commissioning.

 Date of start up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Air Balance agent has conducted final inspection/signoff, A/E and Facilities Management included

[ ]  [ ]  [ ]  Project Manager notifies Facilities Management of scheduled inspections

[ ]  [ ]  [ ]  Project Manager confirms that the Commissioning Agent has verified all requirements of the Commissioning Plan have been completed.

[ ]  [ ]  [ ]  Lab Equipment Certification by EHS after functional performance testing has been completed.

[ ]  [ ]  [ ]  Project Team walked the elevators and/or escalators with the State of Texas or University Elevator Inspector.

 Date of inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  [ ]  [ ]  Confirm any required corrections by Fire Marshal, Department of Public Safety or Utility Companies have been corrected.

[ ]  [ ]  [ ]  Project Manager has ensured the Contractor has completed all electronic security pre-functional test requirements of all security systems and has transmitted one hard copy and one electronic copy of testing reports to UHPD and University IT department.

 Preliminary as-builts have been transmitted to UHPD and University IT upon completion of pre-function test.

 Date of delivery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 One copy to be filed in the project folder.