**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.