



LEED v4 BD+C: New Construction

Fundamental Commissioning and Verification

Commissioning Authority

Upload documentation demonstrating the commissioning authority's appropriate project experience for at least two similar projects of comparable size. Include the individual's name, certifications, company, and any other relevant information.

Notes:

- The CxA may be a qualified member of the design team only if the project is less than 20,000 sq ft (1,860 sq m).
- If pursuing EAc Enhanced Commissioning, the CxA may not be an employee of the design or construction firm nor a subcontractor to the construction firm.

Owner's Project Requirements

- ☐ The owner's project requirements (OPR) include the following elements, at a minimum:
- Owner and user requirements
 - Environmental and sustainability goals
 - Energy efficiency goals
 - Indoor environmental quality requirements
 - Equipment and system expectations
 - Building occupant operations and maintenance personnel requirements
 - Building envelope requirements

Basis of Design

- ☐ The basis of design (BOD) includes the following elements, at a minimum:
- Specific codes, standards, and guidelines considered during design
 - Information regarding ambient conditions
 - Usage assumptions
 - Operations and maintenance assumptions
 - Performance criteria from OPR
 - Design and operations narratives
 - Equipment make and model used as basis of drawings and specifications
 - Envelope design criteria

Commissioning Activities

- ☐ The commissioning authority (CxA) has completed the following tasks for all mechanical, electrical, plumbing, and renewable energy systems:
- Developed and implemented a commissioning plan
 - Confirmed incorporation of commissioning requirements into the construction documents
 - Developed construction checklists
 - Developed a system test procedure
 - Verified system test execution
 - Maintained an issues and benefits log throughout the commissioning process
 - Prepared a final commissioning process report
 - Documented all findings and recommendations and reported directly to the project owner throughout the process

CxA Review

Date of CxA review of owner's project requirements

Date of CxA review of basis of design

Date of CxA review of construction documents

Date of CxA review of envelope design

Note: If someone other than the CxA reviewed the envelope design, include his/her qualifications in Upload: Commissioning authority experience above.

Commissioning Scope

Table: Commissioning systems scope

Indicate whether the following subsystems are included in the commissioning scope.

		Included	N/A
Mechanical	HVAC&R equipment	<input type="radio"/>	<input type="radio"/>
	HVAC&R controls	<input type="radio"/>	<input type="radio"/>
Electrical	Service and distribution	<input type="radio"/>	<input type="radio"/>
	Lighting and lighting controls	<input type="radio"/>	<input type="radio"/>
	Daylighting controls	<input type="radio"/>	<input type="radio"/>
Plumbing	Domestic hot water	<input type="radio"/>	<input type="radio"/>
	Pumps	<input type="radio"/>	<input type="radio"/>
	Controls	<input type="radio"/>	<input type="radio"/>
Renewable Energy	Renewable energy systems	<input type="radio"/>	<input type="radio"/>

If N/A was selected for any of the subsystems above, explain why the subsystem is not applicable to the commissioning scope. If all subsystems are included, enter "N/A" below.

Upload the commissioning plan. The plan should include a commissioning program overview and information on the commissioning team and process activities.

Notes:

- If the project team is also pursuing EAc Enhanced Commissioning, the commissioning plan must include the scope of this credit as well.
- The commissioning plan and ongoing commissioning plan may be uploaded as one document, or as two separate documents.

Upload at least one functional performance test for each of the applicable systems indicated in Table: Commissioning systems scope (mechanical, electrical, plumbing, and renewable energy). At least one mechanical and electrical functional tests must be complete. If the plumbing and/or renewable energy tests within the scope are not complete, then the blank functional test shall be provided for that system AND photo evidence must be provided to show that the system has been installed.

Upload the current facilities requirements and operations and maintenance (O&M) plan, or excerpts of the plan that include the table of contents, the systems narratives with a description of the preventive maintenance plan, and a summary of ongoing commissioning tasks. Confirm that all sections listed in the credit requirements have been included.

Upload the commissioning report, or excerpts of the commissioning report that includes the table of contents, an executive summary, a list of systems commissioned (and by whom), a summary of issues corrected, a list of major

outstanding/unresolved issues, and timing of completion of critical commissioning tasks (e.g. engagement of CxA by the end of design development, review of the OPR, BOD and project design by middesign, etc.).

Note:

- If the project team is also pursuing EAc Enhanced Commissioning, the commissioning report must include the scope of this credit as well.

Special Circumstances

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits. (Optional)

Upload any additional documentation that supports the claim to special circumstances. (Optional)

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