

## CERTIFICATE OF READINESS

Contractor has verified that the following prerequisite items have been completed in preparation for the functional testing phase of the commissioning process.

System to Be Commissioned: \_\_\_\_\_

The system to be commissioned, including all equipment, ductwork, piping, electrical, plumbing, and interfaces to other systems is complete, installed per the Contract Documents, and any issues previously identified by the Commissioning Team have been addressed.

All equipment has been properly started up by qualified personnel. Where specified, the startup was conducted by the manufacturer. Startup procedures and reports have been documented and provided to the CxA.

For HVAC systems, all duct pressure testing, duct cleaning, pipe pressure testing, and pipe flushing has been completed according to the Contract Documents.

For HVAC systems, the Test and Balance work is complete, all issues have been corrected, and a final (draft) report has been provided to the CxA.

For Building Automation system (BAS), the BAS contractor has completed their own checkout procedures, including but not limited to the following:

- Calibration of all sensors.
- Point-to-Point checks of all sensors and devices.
- Checks of all devices (dampers, control valves, etc.) for proper operation, fail position, and verification of no leakage.
- Programming of all sequences of operations, alarms, and setpoints.
- Completion and check of all graphics.
- Interface with other systems (lighting, plumbing, metering, etc.).

All equipment and systems are online and operating with no restrictions for testing.

All necessary notifications, coordination and scheduling have been considered that might be required for functional testing of this system (e.g. Owner, Fire Marshall, Occupants, etc.).

**Attach a list any known exceptions or outstanding issues related to the above statements.**

List name, title, company, date: \_\_\_\_\_

I have verified that the above statements are true and that the system is ready for functional testing by the CxA, except for those items noted as attached. I understand that if it is found that the system has not been properly prepared as per the above, necessitating one or more return site visits by the CxA, the Construction Team may be charged by the Owner for the cost of the trip, set at \$250/hr including travel time plus travel expenses.

Signature: \_\_\_\_\_