

## SUBMISSION TEMPLATE : SHORT REPORT

\*Completing this template replaces the Short Report

# MAN - 2 COMMISSIONING & TUNING

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

Project Number: GS- \_\_\_\_\_

Points available: 2

Points claimed: \_\_\_\_\_

Criteria	Points available	Points claimed
Commissioning	1	_____
Tuning	1	_____

## Commissioning

The project measures \_\_\_\_\_m<sup>2</sup>

[Please select one of the following tick boxes below to indicate the size of the tenancy]

☐ Greater than 2500m<sup>2</sup>

I confirm that comprehensive pre-commissioning and commissioning activities have been performed for all nominated systems.

AND

I confirm that the work outlined above is done in exact accordance with the CIBSE Commissioning Codes or ASHRAE Commissioning Guidelines.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1

☐ I CONFIRM**OR**☐ Smaller than 2500m<sup>2</sup>

I confirm that commissioning is contractually performed for all applicable services provided within the fitout in accordance with the system/equipment/appliance manufacturer's commissioning specifications or requirements?

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1

☐ I CONFIRM

**Where the commissioning point is being claimed**

Insert the following details:-

- Identification of each system that is to be pre-commissioned and commissioned

- Identification of the parties responsible for the commissioning

- Identification of what commissioning process will be applied

- Description of the basic function and operation of the services incorporated in the fitout, including initiatives intended to enhance energy efficiency, minimise greenhouse gas emissions, conserve water and improve indoor environmental quality.

**Supporting Attachments:**

- a. Attach a copy of the Extract(s) from the Commissioning Report (see checklist below)

**Checklist: Extract(s) from Commissioning Report**

Please confirm that all items below are covered in the commissioning report	YES/NO
All systems have been commissioned in accordance with either CIBSE Commissioning Codes, or ASHRAE Guidelines or according to manufactures specifications	
Commissioning dates, records of all commissioning testing undertaken, list of any future testing and written list of outstanding commissioning issues (if applicable)	
The outcomes and changes made to the systems as a result of the commissioning process, accounting for all of the recommendations.	

< See next page for Tuning>

# Tuning

I confirm that the tenant has committed to a tuning process of all nominated systems and implemented a comprehensive tuning programme prior to occupation.

The tuning programme was implemented on \_\_\_\_\_ [insert date].

This plan will continue for a period of \_\_\_\_\_ months after commencement.

AND

I confirm that an Operations Maintenance Manual has been developed in accordance with a nominate standard.

AND

I confirm that the owner engaged all parties to tune the nominated systems and is the engagement in line with the criteria outlined under this credit.

[I confirm that I have attached supporting documents that support these claims](#)

Points available: 1



I CONFIRM

## Supporting Attachments:

- b. Attach a copy of the **Tuning Contract** (see checklist below)

## Checklist: Tuning Contracts

Please confirm that all items below are covered in the Tuning Contract

YES/NO

The scope of works, program, milestones/dates and deliverables of the fitout tuning program

List of the roles and responsibilities of the various parties to be involved during this period

A 'Tuning report' to be generated by the tuning team once the fitout tuning program has been finalised

< See next page for discussion and author sign off >

**Discussion:** Insert any issues you would like to highlight and clarify to the Assessment Panel.

**Author Details:**

\_\_\_\_\_  
[Name]

\_\_\_\_\_  
[Position]

\_\_\_\_\_  
[Contact Details]

\_\_\_\_\_  
[Date]