

Man04

Commissioning and handover

Commissioning responsibilities, design and preparation

Actions:

- i. Appoint a design team member to oversee commissioning planning for the design stage
- ii. Account for the commissioning and testing programme, responsibilities and criteria within the **budget** and **programme of works**
- iii. Confirm or re-appoint the commissioning manager **prior** to the start of construction
- iv. Produce a **commissioning and testing schedule** at the beginning of construction

i. Commissioning manager – design stage

During the design stage, a member of the design team (who is not involved in the installation works of the building systems) must be appointed to plan for commissioning of the building services and systems.

In buildings with complex building services or systems, a **specialist commissioning manager** is required. This person must be a specialist contractor rather than a general sub-contractor, able to independently verify the work carried out by the project team members installing the systems. They should also be suitably qualified or have membership to an appropriate professional body, for example, the Commissioning Specialists Association (CSA).

This person must:

- Undertake design reviews and give advice on suitability for ease of commissioning
- Provide input to construction programming and during installation stages
- Manage the commissioning, performance testing and handover stages
- Monitor and programme pre-commissioning, commissioning and testing, and where necessary, re-commissioning on behalf of the client.

ii. Commissioning – main contractor responsibilities

The main contractor must account for the commissioning and testing programme, responsibilities and criteria within their **budget** and the **main programme of works**. The commissioning must be programmed to allow the required time to complete all commissioning and testing activities prior to handover.

iii. Commissioning manager – post-construction stage

It is possible that the appointed commissioning manager could change over the course of the project, depending on the stakeholders involved at each stage of the BREEAM assessment. Where this occurs, the changes in appointed person should be **provided in writing**, to the BREEAM assessor, along with **updated reports and schedules** (where necessary).

Note: This document is intended as guidance only. Consult your BREEAM AP or Assessor to ensure compliance is achieved.

iv. Commissioning testing schedule and responsibilities

A schedule of commissioning and testing should be prepared by the commissioning manager **prior to or at the start of construction**. This must identify and include a suitable timescale for commissioning and re-commissioning of all **complex and non-complex building services and control systems** and for **testing and inspecting building fabric**.

The schedule must detail the appropriate standards for all commissioning activities to be conducted, where applicable, in accordance with:

- a. Current Building Regulations
- b. BSRIA guidelines
- c. CIBSE guidelines
- d. Other appropriate standards

Where a **BMS** is specified, the BRE required the following:

- a. Carry out commissioning of air and water systems when all control devices are installed, wired and functional
- b. Include physical measurements of room temperatures, off-coil temperatures and other key parameters, as appropriate, in commissioning results
- c. The BMS or controls installation should be running in auto with satisfactory internal conditions prior to handover
- d. All BMS schematics and graphics are fully installed and functional to user interface prior to handover
- e. Fully train the occupier or facilities team in the operation of the system (see Man05 – aftercare)

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