**Commissioning User Guide for Building Departments**

The following documents have been developed by the CALBO Green Building Committee as a tool for building departments to use to satisfy the mandatory commissioning requirements contained in the California Green Building Code (CALGreen) and the California Energy Code (CEC). Following is the name of the form, the section numbers of each code the form satisfies, the purpose of the form and what action should be taken.

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| Name | Purpose & Building Department Action |
| CALGreen Commissioning Guidelines CxMM1-A | Identifies mandatory commissioning measures contained in CALGreen and identifies the appropriate CALBO form that is used to comply with the measure. |
| Energy Code Commissioning Guidelines CxMM1-A | Identifies mandatory commissioning measures contained in the Building Energy Efficiency Standards (BEES) and identifies the appropriate CALBO form that is used to comply with the measure. |
| GRN-20  CALGreen §5.410.2  CEC §120.8(b) | **Owner’s Project Requirements Compliance Form**: This form is used to identify and index the Owner’s Project Requirements (OPR). The OPR defines the owner’s expectations and goals for the performance and function of the building.  This form should be filled out by the applicant with input from the owner and incorporated into the plans submitted for review. |
| GRN-21  CALGreen §5.410.2  CEC §120.8(b) | **Basis of Design Compliance Form**: This form is used to identify and index the Basis of Design (BOD). The BOD serves as the technical resource for the design and aligns with the OPR.  This form should be filled out by the applicant with designers and commissioning agent signatures and incorporated into the plans submitted for review. |
| GRN-22  CALGreen §5.410.2  CEC §120.8(b) | **Commissioning Measures in Construction Documents**: Specifies that required measures have been addressed by ownership and the design team, thus meeting the intent of the OPR.  This form should be signed by the Commissioning Agent and incorporated into the plans submitted for review, after the listed measures have been verified in the plan. |
| GRN-23  CALGreen §5.410.2  CEC §120.8(b) | **Commissioning Plan Compliance Form**: This form is used to identify and index the Commissioning Plan (Cx Plan). The Cx Plan dictates commissioning goals, what will be commissioned, specifies design team member responsibilities, and details the process, schedules, and intended results.  This form should be filled out by the applicant, signed by ownership, and incorporated into the plans submitted for review. |
| GRN-24  CALGreen §5.410.2  CEC §120.8(b) | **Functional Performance Testing Compliance Form**: This form is to be completed prior to final City inspection and included in the final commissioning report. It is meant to verify system performance based on the Owner’s Project Requirements. |
| GRN-25  CALGreen §5.410.2  CEC §120.8(b) | **Documentation and Training Compliance Form**: This form is to be completed after final functional testing prior to final inspection and included in the project manual.  The form should be filled out by the applicant and be signed by ownership and the Commissioning Agent. |
| GRN-26  CALGreen §5.410.2  CEC §120.8(b) | **Commissioning Report Compliance Form**: This form is used to identify and index the Final Commissioning Report and must be completed after final functional testing prior to final inspection and included in the Final Commissioning Report.  The form should be filled out by the applicant and signed by ownership and the Commissioning Agent. |