

# EXISTING BUILDING COMMISSIONING PROGRAM

## List of Documentation Required

### Investigation Phase Documentation

- Program User Reporting Workbook
  - a. Summary Data Sheet - including a table of ECM(s) under consideration with their expected energy savings
  - b. Findings Log - recording of all findings identified during the commissioning process and the respective resolution/recommendations
- Facility Benchmark – utilizing Energy Star Portfolio Manager (“ESPM”)
- Current Facilities Requirement - describing the facility’s functional requirements
- Commissioning Plan - directional plan for commissioning activities (if applicable)
- Measurement and Verification (“M&V”) Plan – developed as per M&V Guidelines (if applicable)

### Implementation Phase Documentation

- Updated Program User Reporting Workbook
  - a. Updated Implementation Log – recording of Claimed Energy Savings;
- Updated System Manual – including details of all ECMs, Sequence of Operation and other changes made at the facility
- Persistence Plan – written guideline for the Participant for maintaining the ECM
- Updated Baselines, Models and M&V Plans – including updated expected savings of each implemented measure and total expected savings for all measures implemented, along with supplemental raw data, trends, and other supporting information that show the impact of implemented measures
- Stage Completion Form – attestation of measure implementation, training, and persistence

### Persistence Phase Documentation

- Updated Program User Reporting Workbook
- Verification of ECMs – through facilitating site visits with Program Vendor, BAS system review to verify the settings in the BAS system as part of the measure, photo verification and signed attestations, as applicable
- Final Savings Report – verification of M&V Plan and ECM implementation compliance, including relevant raw data and trends
- Final Updated Summary Data and Incentive Claim