



# LEED 2009 for Retail: Commercial Interiors

## EA PREREQUISITE 1: FUNDAMENTAL COMMISSIONING OF BUILDING ENERGY SYSTEMS

All fields and uploads are required unless otherwise noted.

### ALL OPTIONS

This static sample form has been modified for offline access. All sections of the form are visible. Sample forms are for reference only.

#### COMMISSIONING AUTHORITY

Full name of the commissioning agent (CxA):

CxA employing organization:

Total project space gross square footage:

sf

Enter information for two projects commissioned by the CxA which are similar in scope and type to this LEED project.

#### REPRESENTATIVE PROJECT 1

Project name:

Approximate project gross square footage:

sf

Principal project space activity:

"Other" principal project space activity:

#### REPRESENTATIVE PROJECT 2

Project name:

Approximate project gross square footage:

sf

Principal project space activity:

"Other" principal project space activity:

**Signatory EAp1-1.**

The individual serving as the CxA is independent of design and construction management for the project space.

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above
- Initial here:
- OR ☐ **Upload EAp1-RS1.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

**DOCUMENT REVIEW****Signatory EAp1-2.**

The Owner has approved the Owner Project Requirements (OPR).

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above
- Initial here:
- OR ☐ **Upload EAp1-RS2.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

The OPR includes the following elements:

- ☐ Owner and user requirements
- ☐ Environmental and sustainability goals
- ☐ Energy efficiency goals
- ☐ Indoor environmental quality requirements
- ☐ Equipment and system expectations
- ☐ Building occupant O&M personnel requirements

**Signatory EAp1-3.**

The CxA has reviewed the Owner's Project requirements (OPR) and Basis of Design (BOD) for consistency with the final construction documentation and completed project.

Select one of the following:

- ☐ **Signature.** Provide a digital signature affirming the signatory statement in gray directly above
- Initial here:
- OR ☐ **Upload EAp1-RS3.** Provide a document with the signatory statement, copied directly from the form, signed and dated on letterhead.

## COMMISSIONED SYSTEMS

The following systems are included in the commissioning scope. Select "Included" for systems addressed by the commissioning scope. Select "Partial" for systems that can only be partially commissioned as part of the Tenant Improvement scope (e.g. VAV system with only the VAV boxes and ductwork installed as part of the tenant improvements). Select "N/A" (Not Applicable) for systems not installed in the project.

	Included	Partial	N/A
HVAC&R systems (mechanical and passive) and associated controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lighting controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Daylighting controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic hot water systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Renewable energy systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other systems commissioned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Describe the other systems commissioned.

## COMMISSIONING REPORT

A summary of the Cx report is required to document compliance with this prerequisite.

Select one of the following:

- ☐ The commissioning report is complete.
- ☐ The commissioning report is pending completion. A contract is in place to ensure that the report will be completed.

### COMMISSIONING REPORT SUMMARY

**Upload EAp1-1.** Provide an executive summary of commissioning report which includes a list of systems commissioned (and by whom), a summary of issues corrected, and a list of major outstanding/unresolved issues.

### PENDING COMMISSIONING REPORT

**Upload EAp1-2.** Provide an executive summary of the Cx plan. The summary shall include a list of systems commissioned (and by whom).

**Upload EAp1-3.** Provide a signed contract with defined scope and timing of commissioning services. Pricing and/or financial information may be omitted or redacted from the uploaded contract.

**Upload EAp1-4.** Provide sample prefunctional checklists and functional checklists for at least two of the commissioned systems.

## ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of prerequisite compliance with the submittal requirements outlined in this form.

### SPECIAL CIRCUMSTANCES

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

**Upload EAp1-SC.** Provide any additional documentation that supports the claim to special circumstances. (Optional)

- ☐ The project team is using an alternative compliance approach in lieu of standard submittal paths.

### ALTERNATIVE COMPLIANCE PATH

Describe the alternative compliance path used by the project team. Include justification that this path meets the prerequisite intent and requirements. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

**Upload EAp1-ACP.** Provide any additional documents that support the alternative compliance path approach. (Optional)

## SUMMARY

EA Prerequisite 1: Fundamental Commissioning of Building Energy Systems  
Compliance Documented: