



**FACILITIES PLANNING,  
DESIGN, AND CONSTRUCTION**  
*Illinois State University*

**ILLINOIS STATE UNIVERSITY**  
**EXHIBIT FS-33.1: COMMISSIONING REQUIREMENTS**  
Effective February 1, 2022

**I. COMMISSIONING**

- A. 01 91 19 – Commissioning of Facility Shell
- B. 23 08 00 – Commissioning of HVAC
- C. 26 08 00 – Commissioning of Life Safety Equipment
- D. 27 08 00 – Commissioning of Communications
- E. 33 08 00 – Commissioning of Utilities



**01 91 19 Commissioning of Facility Shell**

1.1 Installation Quality Checklist

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

Project Number: \_\_\_\_\_

Signatures:

It is the responsibility of the General Contractor to see that this form is completed though other contractors may complete certain sections.

	<b>Name &amp; Company</b>	<b>Initials</b>	<b>Date</b>
1			
2			
3			
4			

- This checklist is submitted for approval with no outstanding items yet to be completed.
- This checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. None of the outstanding items preclude safe and reliable functional tests being performed.

Instructions:

- Put a check or an “X” in the box if the indicated item complies with contract documents.
- Put an “NA” in the box if the item does not apply.
- Put a “BO” in the box if the work was performed by others (include appropriate explanation).

This form does not replace any manufacturer recommended testing, reporting, etc.

<b>General Installation Checks</b>		<b>Comments:</b>
Building envelope component completed and cleaned per contract documents.		
<b>Rigid Insulation Checks</b>		
Rigid insulation is securely bonded to CMU prior to exterior finish installation		
Rigid insulation joints are tightly butted to minimize moisture collection between joints.		



<b>Roof Checks</b>		
EPDM roofs to be wrinkle free		
Inspect/observe that new roof drains are free from any natural or construction debris immediately prior to substantial completion.		
Roof drains shall be water tested and verified to drain freely at the designated capacity.		
<b>Limestone Veneer Checks</b>		
Weep holes/ropes are open and free of debris		
<b>Cast Stone &amp; CMU Checks</b>		
Acceptable chip size 1/2" dia, 1/4" deep, Qty. (1) per 3sf		
Precast panels should be checked for hairline cracks to be repaired.		
Adequate protection for finished work		
<b>Sheet Metal Flashing and Trim Checks</b>		
Lap joints are sealed in accordance with contract documents		
Flashings should be observed during construction to be in compliance with documents and recommended practice.		
<b>Brick Checks</b>		
Rigid insulation is securely bonded to CMU.		
Rigid insulation joints are tightly butted to minimize moisture collection between joints		
Close cavity wall during construction/weather protection.		
Cavities in cavity walls should be kept clear.		
Flashing is installed in accordance with contract documents		
<b>Joint Sealants Check</b>		
Proper sealant placement		
<b>Grills &amp; Louvers Check</b>		
Sill members and other members have been set in a bed of sealant or with joint fillers or gaskets to provide weather tight construction		



<b>Foundation Drainage</b>		
Foundation drainage tile and underfloor drainage tile should be surrounded by clean gravel and wrapped in geotechnical filter fabric to keep pipe from being filled with fines.		



**23 08 00 Commissioning of HVAC**

1.1 Installation Quality Checklist

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

Project Number: \_\_\_\_\_

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This form does not replace any manufacturer recommended testing, reporting, etc.

General Installation Checks		Comments:
Heating and cooling systems to be flushed prior ot substantial completion.		
Owner to be notified of testing in order to witness.		
A/E site observer and contractor to witness and sign off.		
<b>Piping</b>		
Chilled water and heat piping to be flushed prior to start up the systems.		



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<b>Controls</b>		
Controls should be checked point by point including start/stop/proof on digital points and temp checks on all analog points.		
Owner to be notified of testing.		
A/E site observer and contractor to witness and sign off.		
<b>Water and Air Balance Reports</b>		
Preliminary copy of water and air balance reports to be completed and distributed to Owner for review two weeks prior to substantial completion.		



**26 08 00 Commissioning of Life Safety Equipment**

1.1 Installation Quality Checklist

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

Project Number: \_\_\_\_\_

Signatures:

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General Installation Checks		Comments:
Fire Suppression: Devices installed, tested, and accepted		
Fire Pumps: Inspected, tested and accepted		
Facility Electrical Power Generation and Storage Equipment: Inspected, tested, approved		
Emergency Lighting: Inspected, tested, approved		
Electronic Detection and Alarm: Inspected, tested and accepted		



**27 08 00 Commissioning of Communications**

1.1 Installation Quality Checklist

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

Project Number: \_\_\_\_\_

Signatures:

It is the responsibility of the Electrical Contractor to see that this form is completed though other contractors may complete certain sections.

	Name & Company	Initials	Date
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This form does not replace any manufacturer recommended testing, reporting, etc.

General Installation Checks		Comments:
Owner to be notified prior to installation of station wire, station wire faceplates and closet termination blocks.		
Preliminary copy of jack number documentation to be distributed to Owner two weeks prior to substantial completion.		
Preliminary copy of data test results to be distributed to Owner when submitted to the A/E for As-Built documentation.		





**33 08 00 Commissioning of Utilities**

1.1 Installation Quality Checklist

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Project Number: \_\_\_\_\_

Signatures:

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General Installation Checks	Comments:
Clean, flush and flood Owner selected area drains prior to substantial completion. To be observed by Owner and/or AE site observer.	
Verify all existing storm drains adjacent to construction site have been cleaned and flushed to the collector line.	