7.3 Building Commissioning Requirements

1. Campus Engineering (CE), a unit of Facilities Development (FD), have on staff a full time commissioning technician. Where practical the CE commissioning technician will act as the commissioning authority for projects. Workload or project scope may dictate otherwise and in such cases;

    a. an external commissioning authority will be retained directly by the University

    b. the CE commissioning technician, or a designate, will manage and supervise the external commissioning services.

2. It is the intent of the University of Calgary that all projects undergo an appropriate level of commissioning to ensure;

    a. a fully functioning facility/space is handed over to Facilities Management (FM)

    b. FM staff have been trained in the operation of the building, and

    c. FM staff are in possession of appropriate building documentation

3. The scope and extent of the commissioning program required will vary with the type and size of project. CE in conjunction with the Project Manager (PM) will determine the appropriate level of commissioning and need for an external commissioning agent for each project.

4. For minor capital projects which involve only minor or local changes to base building systems, no specific commissioning program is required. A joint final inspection is to be conducted with CE, the Design Team, University trades and personnel from EH&S (Environmental Health and Safety) if applicable. Concerns raised by the University will be provided to the Design Team for review, comment and implementation as appropriate.

5. All other projects which involve the construction of new, or the addition or modernization of existing, base building systems will be subject to some level of commissioning activity as determined by CE and the PM.

6. The University may, at its discretion, undertake additional independent third party testing of certain other systems such as rotating equipment vibration tests, building envelope scans and fume hood certification. The amount of third party testing required will be dependent on the technical nature of the project.

7. Projects may also require accreditation and/or certification, by accreditation agencies to meet specific legislated requirements prior to operating.

Revision History

Revision Date	Version	Description
Nov 2014	1.1	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.