



# ELECTRICAL DESIGN GROUP

ELECTRICAL BUILDING SERVICES CONSULTANTS

P.O. Box 15, SHERWOOD Q. 4075

Phone: (07) 3278 4375 Fax: (07) 3716 0222

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**PROJECT NAME**

**PROJECT NUMBER**

**COMMISSIONING CHECKLIST**

**REVISION - DATE**

System name:	Area / stage:		
Installation company name:			
Address:		Phone number:	
Contact name:		Phone number:	
<p>The following commissioning tasks have been completed in accordance the the contractual requirements and the commissioning plan. The items that have been commissioned have been installed in accordance with the previously agreed specification and/or functional description of the system and design intent (add reference if available) This form can be used by the commissioner and the CMO.</p>			
Check that time schedules enable the intended operation at the correct times.			
Check that any specified out-of-occupancy periods, weekend and holiday time schedules operate correctly (note that the current operating date can be changed to simulate weekend and holiday dates).			
Check that the calendar function can take leap years into account.			
Check the correct operation of the interlocks by individually switching interlocked items of plant.			
Check all safety interlocks, e.g electro-thermal links and emergency knocks off buttons etc.			
Check the specified interlocking between different control systems, for example any interlocking between a fire detection system and a BMS.			
Check that the specified temperature interlocks operate correctly, e.g low temperature frost protection.			
Check for the correct sequencing control in response to varying inputs operates in the correct order and at the desired set points.			
Check for the correct control and operation on start-up and shutdown. Check that the defined restart routine operates correctly when power is reinstated			
The control system will be checked to confirm its specified operation following a mains power supply failure. In particular the following checks as a minimum will be undertaken:			
Check that controllers preserve control strategy configuration data for a specified period when the mains power is lost.			

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Check that the condition of any volatile data protection system is regularly and automatically monitored. Check that an alarm is raised on loss of data by any controller or other device and/or failure of the monitoring system.			
Check that the control system operates correctly under generator standby and UPS power if applicable			
Check that the control system will automatically return to normal action without operator intervention restoration of the mains electrical power supply.			
Check that any specified load shedding procedures operate correctly.			
Insulation resistance measurements: on motors and major medium voltage equipment items, at 1000-volt D.C.; On cables and wiring.			
Functional checks: Full functional and operational checks on energised control equipment and circuits, including adjustments for the correct operation of			
Motor rotation: Checking and where necessary altering connections for the correct motor rotation.			
Earth resistance.			
Earthing: Confirmation of effective earthing of the exposed metal of electrical equipment.			
The application software and certify quality control off-site and again on site as part of the final commissioning. Specific items or routines to be checked include though is not limited to:			
Specified set points have been configured.			
Suitable on/off times are entered for all time schedules and are associated with the correct items of plant.			
In principle all interlocks are configured correctly.			
Life safety interlocks are hard-wired unless approved by the relevant authorities (must be performed on-site).			
Each control loop is in place and that realistic default values have been added to enable commissioning to proceed.			
Any sequence control is configured and in principle associated with the correct items of plant.			
Configured software will start-up and shutdown the specified items of plant in the correct sequence.			
The configured software will trigger automatic plant change over in response to the specified signal (plant failure or hours run etc).			
All specified alarms are configured along with any specified time delays, masking and alarm categorisation in order to avoid unwarranted alarms.			

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The use of mnemonics and abbreviations be checked between the display and the graphics to avoid inconsistencies.			
Data logging routines and parameters are set up in accordance with the control system specification.			
The binding of graphics with monitored points.			
Specific items or routines to be checked off-site and again on site as part of the final commissioning include though are not limited to:			
The finish to ensure there are no sharp edges.			
The metalwork: hinges on doors, flush doors, opening and closing doors, no sagging or drooping of doors when open, interlocking of doors.			