



City of Fort Collins Commercial Commissioning Fact Sheet

This fact sheet describes a Fort Collins building code change that was effective March 1, 2014.

Code reference: *2018 International Building Code (IBC)* as amended by the City of Fort Collins. Section 3604 “**Building commissioning.** For new buildings and additions with a gross floor of greater than 15,000 ft² (1,395 m²), commissioning shall be performed in accordance with this local amendment, Section 3604.”

What is building commissioning and why is it important?

Commissioning is a systematic process of ensuring that all building systems perform interactively according to the design intent and the Owner’s operational needs. It goes beyond typical equipment startup and TAB (Testing, Adjusting, and Balancing) procedures and includes integrated functional performance testing, operating personnel training, and verification of an owner’s building operation manual among other functions. Studies have show that commissioned building have lower operation and maintenance costs, use less energy and are more comfortable.

How do I comply with the code requirement?

Commissioning must be performed by a Commissioning Authority with an approved certification. See the *Commissioning Checklist* or contact CDNS (970-416-2740) for a table of approved certifications. The commissioning authority must:

- Review the Owner’s Project Requirements (OPR) and the Basis of Design (BOD),
- Develop a commissioning plan,
- Complete a pre-functional checklist,
- Complete a functional performance test,
- Complete a commissioning report,
- Verify training and verify a system manual, meeting City requirements, has been prepared.
- Commissioning requirements should also be included in the project specifications.

The following systems, if included in the building project, shall be commissioned:

- HVAC, refrigeration and associated controls
- Quality assurance inspections of the building envelope air barrier system (see Commissioning Checklist for details)
- Lighting and shading controls
- Service water heating systems
- Renewable energy systems
- Cooling towers water use

Submittal requirements:

The City of Fort Collins Commissioning Checklist, signed by the Commissioning Authority, must be submitted to Building Services prior to receiving approval.