

## Affidavit Form for Green Commissioning Authority

Green Building

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

### Green Commissioning Authority

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

I, \_\_\_\_\_, as the Green Commissioning Authority for this Green Building Project, hereby certify that, to the best of my knowledge, the pre-construction commissioning process requirements of Section 22.20 under Article 22.000 of the Cambridge Zoning Ordinance were included in the scope of work for this Green Building Project and have been met and that the post-construction commissioning process requirements of Section 22.20 under Article 22.000 of the Cambridge Zoning Ordinance were included in the scope of work and will be met.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Attach both:

- Documentation of Green Commissioning process experience on at least two building projects with a scope of work similar to the proposed project extending from early design phase through at least ten (10) months of occupancy.
- Schedule of required Green Commissioning activities indicating which activities have been completed and which activities will be completed post-construction (use checklist provided).



## Schedule of Green Commissioning Requirements

Note: The Green Commissioning Authority shall complete the following activities for mechanical, electrical, plumbing, and renewable energy systems. Indicate status of each activity as Completed or To Be Completed with dates. Attach any clarifying or supplemental notes in an appendix.

Commissioning Activity	Status	Date
Review contractor submittals	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Verify inclusion of systems manual requirements in construction documents	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Verify inclusion of operator and occupant training requirements in construction documents	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Verify systems manual updates and delivery	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Verify operator and occupant training delivery and effectiveness	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Verify seasonal testing	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Review building operations 10 months after substantial completion	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>
Develop an ongoing commissioning plan that outlines the organization, schedule, allocation of resources, and documentation requirements of the commissioning process	<input type="checkbox"/> Completed <input type="checkbox"/> To Be Completed	<hr/> <hr/>

