

CLARKE BANKS BUILDING CONTROL

Commissioning Helpsheet 3 Building Type 3 – Commercial (Fit Out)

Helpsheet to aid the project team have awareness of the typical elements of commissioning which will be required when the project is complete. Please note

- Commissioning data must be received 5 days prior to request for final certificate.

ITEM	COMMISSIONING CERTIFICATE / REPORT	ADDITIONAL DETAIL (WHERE REQ)	RESPONSIBILITY
1	As Built Architectural Plans		
2	As Built Structural Package	Should include finalised calculations including any subcontractor changes	
3	As Built MEP Package	Should include finalised calculations including any subcontractor changes	
4	Fire Alarm	BS 5839: 1 2017	
5	Emergency Lighting	BS 5266: 1 2016	
6	Regulation 38 Fire Safety Information	The person carrying out the work shall give fire safety information to the responsible person not later than the date of completion of the work, or the date of occupation of the building or extension, whichever is the earlier	
7	Electrical Design, Installation and Testing Certificates	BS 7671: 2008 + A3 2015	
8	Heating Ventilation and Air Conditioning	Ventilation must include air tightness and flow rate test information	
9	Regulation 39 Ventilation Information	The person carrying out the work shall not later than five days after the work has been completed give sufficient information to the owner about the building's ventilation system and its maintenance requirements so that the ventilation system can be operated in such a manner as to provide adequate means of ventilation	
10	Drainage	1 of the following <ul style="list-style-type: none"> - Pre-Completion Water Test (Witnessed by Clarke Banks) 	

		- CCTV Survey	
11	Water Chlorination		
12	Lift Installation	IF Fire Fighting Lift Full Demonstration of functionality required, including ventilation and dual power supply	
13	Gas Safe		
14	Energy Model	As Built SBEM Calculation (where first fit out)	
15	Regulation 40 – Information About Fuel and Power	The person carrying out the work shall not later than five days after the work has been completed provide to the owner sufficient information about the building, the fixed building services and their maintenance requirements so that the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances	
16	EPC	DEC where a public building	
17	Acoustic Testing	Where part of a mixed use development. 10% min test requirements to separating elements. To be agreed upfront with Clarke Banks as to which units are to be tested	
18	Part M – Access Strategy		
19	Intumescent Paint – Warranty of Application		
20	Fire Stopping Warranty (Tag Log)		
21	Dry Riser / Wet Riser		
22	Gas Suppression System		
23	Mechanical Smoke Extract System		
24	Sprinkler Installation	<ul style="list-style-type: none"> - BS EN 12845 – Traditional Commercial Sprinkler System - BS 8458 Water Mist System 	