

Commissioning of Fixed Services in buildings other than dwellings

Name of building owner	
Description of works	
Location of works	
Name and Address of Mechanical & Electrical Services Engineer/Contractor	

In accordance with Part F (Conservation of Fuel and Power) of the Building Regulations (NI) 2000 (as amended) and Technical Booklet F2 paragraphs 2.62-2.69 I hereby confirm as follows.

- 1) All fixed building services, including heating and hot water system(s), cooling plant and air handling plant and ductwork have been designed, installed and commissioned such that, for the purposes of the conservation of fuel and power, the system(s) and its controls have been handed over in efficient working order,
- 2) All fixed building services have been commissioned in accordance with the procedure given in –
(a) CIBSE Commissioning Code M 'Commissioning management' and
(b) The procedures for leakage testing of ductwork given in paragraphs 2.64 and 2.65 of Technical Booklet F2,
- 3) A commissioning plan has been followed such that every system has been inspected and commissioned in an appropriate sequence and to a reasonable standard. The results of tests confirm that the performance is reasonably in accordance with the actual building designs,
- 4) The building owner has been given sufficient information, including details of the installed building services, plant and controls, their methods of operation and maintenance, and other details that collectively enable operation and maintenance in such a manner as to use no more fuel and power than is reasonable in the circumstances, and
- 5) The building owner has been given a building logbook in the format given in CIBSE TM 31 'Building log book toolkit'

Signed for and on behalf of the Mechanical & Electrical Engineer/Contractor: _____

Position in firm: _____

Date: _____

Note: Delete any part not applicable. This notice should be copied to the building owner and the district council on completion of the works.