DOWNLOAD / SAMPLE TEMPLATE

Commissioning report

A project-specific record structure for heating, ventilation and air conditioning systems in Aotearoa New Zealand. This is a blank sample, not evidence of completed commissioning.

Replace every bracketed field before use. No test results, accreditation, certification or project experience are represented by this document.

Project information	Complete for the actual project
Project / address	[Project name, building address and region]
Client / principal contractor	[Names and authorised project contacts]
System / equipment references	[Systems covered; asset IDs and drawing revisions]
Report revision / issue date	[Revision, date and issue purpose]
Prepared / reviewed by	[Name, role, signature and date]

01 / Scope and acceptance criteria

[State the scope, exclusions, design intent, system boundaries, commissioning plan revision and agreed acceptance criteria. List the design values and tolerances; do not assume generic targets.]

02 / Evidence and prerequisites

[Record approved drawings, specifications, control descriptions, installation readiness, safe access, permits, calibrated instrument references and calibration expiry dates. Record defects that prevent valid tests.]

Evidence item	Reference / revision	Verified by / date
Approved commissioning plan	[Reference]	[Name / date]
Pre-functional checklist	[Reference]	[Name / date]
Instrument calibration	[Instrument ID / certificate]	[Name / expiry]

03 / Testing and balancing results

Use a separate traceable sheet for each system. Record measured conditions, method, instrument, design value, actual value, tolerance, result and witness. All fields below are deliberately blank.

Asset / point	Design / unit	Actual / unit	Criteria / result
[Asset ID]	[Value / unit]	[Measured value]	[Tolerance / pass or fail]
[Asset ID]	[Value / unit]	[Measured value]	[Tolerance / pass or fail]

04 / Functional performance and BMS verification

[Record sequence checks, sensors and actuators, setpoints, schedules, interlocks, alarms, fail-safe states and trend evidence. Link each result to the approved control description and defect register.]

05 / Compliance evidence and limitations

[Identify applicable consent documents and New Zealand Building Code requirements, including G4 Ventilation and H1 Energy efficiency where relevant. Record the evidence provided for Code Compliance Certificate support. A commissioning report alone does not issue a CCC or guarantee compliance.]

[Where required, align records with the actual Green Star or NABERSNZ project brief. Do not claim certification, ratings or accredited assessor status without supporting evidence.]

06 / Defects, handover and follow-up

Action / defect	Responsible person	Due date / close-out evidence
[Issue and affected asset]	[Name]	[Date / evidence]
[Seasonal or warranty follow-up]	[Name]	[Date / evidence]

[Attach signed test sheets, marked-up drawings, trend logs, training records and O&M references. State unresolved issues and operational constraints at handover.]

Acceptance / witness: [Name, role, signature and date]. Acceptance must follow the actual contract and approval process.