



Designation: ~~E2947--21~~ E2947 – 21a

Standard Guide for Building Enclosure Commissioning¹

This standard is issued under the fixed designation E2947; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 *Purpose*—This guide provides procedures, methods and documentation techniques that may be used in the application of the building enclosure commissioning (BECx) process. This guide is complementary to Practice E2813 and is aligned with ANSI/ASHRAE/IES Standard 202 and ASHRAE Guideline 0.

1.2 *Extent*—The process outlined in this standard guide applies to each building delivery phase from pre-design through occupancy and operation. The specific application of this guide may vary to suit the Owner, the project delivery method and the building project as described in the Owner's Project Requirements (OPR), and as defined by the contract documents.

1.3 *Primary Focus*—The primary focus of this process includes, but may not be limited to, new construction of building enclosures, existing building enclosures undergoing substantial renovation or alteration, and continuous commissioning of enclosure systems.

1.4 *Contractual and Regulatory Obligations*—The methods described in this guide are not intended to supersede or otherwise replace the contractual obligations reserved specifically for the parties responsible for the design and construction of a building or structure, nor to alter the roles, responsibilities and duties that may otherwise be assigned to those parties by applicable regulatory or statutory law.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.6 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 ASTM Standards:²

E631 Terminology of Building Constructions

E2813 Practice for Building Enclosure Commissioning

¹ This guide is under the jurisdiction of ASTM Committee E06 on Performance of Buildings and is the direct responsibility of Subcommittee E06.55 on Performance of Building Enclosures.

Current edition approved Feb. 1, 2021/Oct. 15, 2021. Published March 2021/December 2021. Originally approved in 2014. Last previous edition approved in 2016/2021 as E2947-16a. DOI: 10.1520/E2947-21. DOI: 10.1520/E2947-21A.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For Annual Book of ASTM Standards volume information, refer to the standard's Document Summary page on the ASTM website.

2.2 *ANSI/ASHRAE/IES Guidelines and Standards*:³

[ANSI/ASHRAE/IES Standard 202 Commissioning Process for Buildings and Systems](#)

[ASHRAE Guideline 0 The Commissioning Process](#)

2.3 *Other Publications*:

[The Architect's Handbook of Professional Practice](#)⁴

[The Project Resource Manual \(PRM\): CSI Manual of Practice](#)⁵

3. Terminology

~~3.1 *Definitions*—Refer to the most current edition of the following:~~⁶

~~3.1.1 *AIA Architect's Handbook of Professional Practice*;~~

~~3.1.2 *ANSI/ASHRAE/IES Standard 202, Section 3, Definitions*;~~

~~3.1.3 *ASHRAE Guideline 0, Section 4, Definitions*;~~

~~3.1.4 *ASTM E631, Terminology of Building Constructions*, and~~

~~3.1.5 *Project Resource Manual (PRM): CSI Manual of Practice*.~~

3.1 *Definitions*—For definitions of general terms related to building construction used in this guide, refer to Terminology [E631](#).

3.1.1 *building enclosure, n*—the terms “building enclosure” and “enclosure” refer collectively to materials, components, systems, and assemblies intended to provide shelter and environmental separation between interior and exterior or between two or more environmentally distinct interior spaces in a building or structure.

3.1.1.1 *Discussion*—

The building enclosure may include, but is not limited to, walls, fenestration, roofs, ceilings, and floors (and the intentional openings and penetrations through them).

3.1.2 Refer to the most current edition of the following:⁶

3.1.2.1 *AIA Architect's Handbook of Professional Practice*,

3.1.2.2 *ANSI/ASHRAE/IES Standard 202, Section 3, Definitions*,

3.1.2.3 *ASHRAE Guideline 0, Section 4, Definitions*,

3.1.2.4 *Project Resource Manual (PRM): CSI Manual of Practice*.

3.2 *Definitions of Terms Specific to This Standard*:

3.2.1 The following definitions, abbreviations, and acronyms are specific to the implementation of the commissioning process for building enclosure systems. These definitions are applicable throughout this guideline. Terms that are not defined have their ordinarily accepted meanings within the context in which they are used.

3.2.2 *basis of design, BOD, n*—a document developed by the design team that records the technical concepts, assumptions, calculations, decisions, and product selections used to meet the building enclosure OPR and to satisfy applicable regulatory requirements, standards, and guidelines.

3.2.2.1 *Discussion*—

The BOD document includes both narrative descriptions and lists of individual items that supports the design process.

3.2.3 *bidding and negotiation phase, n*—preparatory phase of the construction process delivery that assists in the solicitation and

³ Available from American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE), 1791 Tullie Circle, NE, Atlanta, GA 30329, <http://www.ashrae.org>.

⁴ Available from The American Institute of Architects, 1735 New York Ave, NW, Washington, DC 20006-5292, <https://www.aia.org>.

⁵ Available from Construction Specifications Institute (CSI), 123 North Pitt St., Ste 450, Alexandria, VA 22314, <https://www.csiresources.org/>.

⁶ Selection, interpretation, application, and use of the terminology contained in these documents shall be at the sole discretion of the building enclosure commissioning provider (BECxP). Reconciliation of conflicts in terminology or the definition of terms that may exist among or between these documents shall be the sole responsibility of the BECxP, subject to review and final approval by the architect of record (AOR) and Owner.

selection of prospective bidders, including evaluation of requests for information, substitutions, development of Addenda, review of bids and qualifications and the award of trade contracts.

3.2.3.1 Discussion—

This phase is followed by the pre-construction sub-phase.

~~3.2.4 *building enclosure, n*—the terms “building enclosure” and “enclosure” refer collectively to materials, components, systems, and assemblies intended to provide shelter and environmental separation between interior and exterior, or between two or more environmentally distinct interior spaces in a building or structure.~~

~~3.2.4.1 *Discussion—*~~

~~The building enclosure may include but is not limited to walls, fenestration, roofs, ceilings and floors (and the intentional openings and penetrations through them).~~

3.2.4 *building enclosure commissioning, BECx, n*—architecture or engineering-related technical services, or both, performed on behalf of the Owner that implements a quality-focused process for enhancing the delivery of a project by focusing on validating during the design phase and verifying during the construction phase that the performance of building enclosure materials, components, assemblies, and systems are designed and installed to meet or exceed the expectations of the Owner as described in the building enclosure OPR, and as defined by the contract documents.

3.2.5 *building enclosure commissioning group, BECxG, n*—the group of individuals, working under direct supervision of the BECxP.

3.2.5.1 Discussion—

This group may be comprised of a single person or may include multiple subject matter specialists and administrative staff. It is the responsibility of the BECxP to perform each required task or to delegate the appropriate task to the appropriate BECxG member.

3.2.6 *building enclosure commissioning plan, BECx plan, n*—a document that outlines the scope, organization, schedule, allocation of resources, responsibilities, testing, and documentation requirements of the building enclosure commissioning process to meet or exceed the expectations of the Owner as described in the building enclosure OPR and as defined by the contract documents.⁷ The BECx plan should include an outline of the BECx process, BECx roles and responsibilities of the BECxP, individual members of the BECx team, and the methodology established to verify and documents compliance of the as-built construction with the requirements of the approved construction documents. The BECx plan shall be developed to align with the requirements of the BECx section of the project specification.

3.2.6.1 Discussion—

The BECx plan may be a portion of the whole building Cx plan.

3.2.7 *building enclosure commissioning provider, BECxP, n*—a duly authorized person or firm in the jurisdiction of the project retained by the Owner to develop, manage, and be in responsible charge of the BECx process.

3.2.7.1 Discussion—

The BECxP should be trained, experienced, and knowledgeable in the BECx process, and possess and be able to demonstrate proficiency in the core competencies listed in 4.2.1 of Practice E2813. The person or firm performing the role of BECxP should be identified by the Owner. The role of the BECxP may be performed by the building enclosure commissioning specialist (BECxS), the overall building commissioning provider (CxP), or another qualified member to the commissioning group (CxG). Determination of the qualification of the BECxP and BECxG will be at the discretion of the Owner.

3.2.8 *building enclosure commissioning specialist, BECxS, n*—a registered design professional (Professional Engineer or Registered Architect) or duly authorized firm, or both, in the jurisdiction of the project who is retained by the Owner with the applicable experience and technical knowledge of the performance of building enclosure systems, and who is able to demonstrate and maintain throughout the project independence in order to avoid conflicts of interest.⁸ Refer to 1.4 for additional information.

3.2.8.1 Discussion—

The BECxS possesses the experience and technical skills needed to assess, critique, validate, verify, and support the BECx team during the design and construction phases.

3.2.9 *building enclosure commissioning team, BECx team, n*—the individuals and agencies who, through coordinated actions, are responsible for implementing the Building Enclosure Commissioning Process.

⁷ The BECx plan shall be as defined by ANSI/ASHRAE/IES Standard 202 and Practice E2813.

⁸ The authority having jurisdiction may have more stringent requirements and qualifications for persons performing this role.

3.2.9.1 Discussion—

This group may be comprised of the Owner, Architect, Engineer, BECxP, BECxS, BECxT, design sub-consultants, construction manager (CM), general contractor, sub-contractors, manufacturers, and the whole-building CxP.

3.2.10 *building enclosure commissioning technologist, BECxT, n*—individuals or accredited testing agencies, or both, who possess the skills, knowledge, experience, and certification, as required,⁸ to perform the testing outlined in the BECx specification.

3.2.11 *building enclosure owner's project requirements, OPR, n*—a written document that details the Owner's vision and requirements of a project and the expectations of how it will be used and operated and includes the programmatic, aesthetic, and general performance requirements of a building, structure or portion thereof and the expectations of the Owner relative to its intended use, occupancy, operation, and service life.

3.2.11.1 Discussion—

The portion of the OPR that relates to the building enclosure is considered to be a “living document” for the BECx process and outlines the objectives upon which the pre-design, design, and construction phase BECx activities are evaluated (see definitions in ANSI/ASHRAE/IES Standard 202).

3.2.12 *commissioning group, CxG, n*—the group of individuals working under direct supervision of the CxP.

3.2.12.1 Discussion—

This group may be comprised of a single person or may include multiple subject matter specialists and administrative staff. It is the responsibility of the CxP to perform each required task or to delegate the appropriate task to the appropriate CxG member.

3.2.13 *commissioning plan, Cx plan, n*—document that outlines the organization, schedule, and allocation of resources, responsibilities, and documentation requirements of the whole building commissioning process.

3.2.14 *commissioning provider, CxP, n*—entity identified by the Owner who leads, plans, schedules, and coordinates the Cx group to implement the commissioning process for the whole building as outlined in ANSI/ASHRAE/IES Standard 202.

3.2.15 *commissioning team, Cx team, n*—the individuals and agencies who, through coordinated actions, are responsible for implementing the Cx process.

3.2.15.1 Discussion—

This group may be comprised of the Owner, Architect, Engineer, design sub-consultants, CM, general contractor, sub-contractors, manufacturers, and the BECxG.

3.2.16 *completion (substantial), n*—is as defined by the contract documents but generally understood to be the stage in the progress of the construction work where the project, or a portion of the project, is sufficiently complete that the Owner can occupy the building or utilize the building for its intended use.

3.2.17 *construction phase, n*—the period of the project delivery process after the construction contract is awarded.

3.2.17.1 Discussion—

While there may be a variety of sub-phase names used in the industry, for this guide the following terms will be used for the sub-phases: pre-construction and construction administration.

3.2.17.2 *pre-construction sub-phase, n*—the period of the project delivery process after construction contract is awarded when enclosure systems and assemblies are detailed in shop drawings and laboratory or other quality assurance testing is performed prior to construction to comply with the construction documents and building enclosure OPR.

3.2.17.3 Discussion—

This sub-phase is followed by the construction administration sub-phase.

3.2.17.4 *construction administration sub-phase, n*—the period of the project delivery process when project enclosure materials are fabricated, installed, inspected, field tested, and placed into service to meet or exceed the expectations of the Owner as described in the building enclosure OPR and as defined by the contract documents.

3.2.18 *design phase, n*—the period of the project delivery process when a design that satisfies the building enclosure OPR is developed and translated into construction documents.

3.2.19 *design sub-phases, n*—design phase is typically⁹ broken into three sub-phases with each taking approximately one-third of the total design phase time to complete.

3.2.19.1 *Discussion*—

These design sub-phases have a variety of names, but for this guide, the following terms will be used:

3.2.19.2 *schematic design, SD, n*—sub-phase of building design that produces documents that illustrate and describe the concept design of a project illustrating the scale and relationship of the project components including preliminary selections of major building systems and construction materials.

3.2.19.3 *Discussion*—

Schematic design is followed by the design development sub-phase.

3.2.19.4 *design development, DD, n*—sub-phase of building design that produces documents that illustrate and describe the refinement of the schematic design of a project establishing the scope, relationships, forms, size, and appearance of the project. Major materials and systems are identified including interface details and their quality levels are established.

3.2.19.5 *Discussion*—

Design development is followed by the construction documents sub-phase.

3.2.19.6 *construction documents, CDs, n*—sub-phase of building design that produces documents that (1) set forth in detail the requirements for the construction of a project and (2) establish in detail the enclosure performance requirements and the quality of materials and systems required for the project.

3.2.19.7 *Discussion*—

Final CDs are prepared as required to solicit, procure, and construct the project and include drawings, specifications, contract forms and conditions, bidding requirements, and resource documents (see definitions of Construction Documents in ANSI/ASHRAE/IES Standard 202).

3.2.20 *independent design review, IDR, n*—objective technical review of the design or CDs, or both, that, as part of the BECx process during the design phase, evaluates the proposed building enclosure systems, details, objectives and performance criteria for compliance with the building enclosure OPR and the contract documents.

3.2.20.1 *Discussion*—

The IDR is performed by the BECxS.

3.2.21 *nonconformance process, n*—process for identifying, documenting, evaluating, and avoiding the inadvertent use or installation of nonconforming items of work.

3.2.21.1 *Discussion*—

Construction materials and systems that are found not to be in compliance with the approved project requirements, specifications, drawings, and referenced standards, and that render the quality of the materials or systems unacceptable or indeterminate requires the generation of a nonconformance report (NCR).

3.2.21.2 *Discussion*—

Nonconformances typically include:

- (1) Physical defects in materials, assemblies and workmanship;
- (2) Failures of required tests;
- (3) Incorrect or inadequate documentation; and
- (4) Departures from specified or previously approved work processes, inspection, or testing procedures.

3.2.22 *pre-design phase, n*—preparatory phase of the project delivery process in which the OPR is developed and the BECx scope is outlined.

3.2.22.1 *Discussion*—

This phase is followed by the schematic design sub-phase.

3.3 *Abbreviations and Acronyms:*

3.3.1 *A/E*—architect/engineer

3.3.2 *AIA*—American Institute of Architects

⁹ The sub-phases described are for a traditional project delivery process. While recognizing that a building can be designed and constructed following alternative project delivery processes (such as “design build” or “design assist”), this guide does not specifically address them.

- 3.3.3 *ANSI*—American National Standards Institute
- 3.3.4 *AOR*—architect of record
- 3.3.5 *ASHRAE*—American Society of Heating, Refrigerating and Air Conditioning Engineers
- 3.3.6 *BECx*—building enclosure commissioning
- 3.3.7 *BECxG*—building enclosure commissioning group
- 3.3.8 *BECxP*—building enclosure commissioning provider
- 3.3.9 *BECxS*—building enclosure commissioning specialist
- 3.3.10 *BECxT*—building enclosure commissioning technologist
- 3.3.11 *BECx team*—building enclosure commissioning team
- 3.3.12 *BOD*—building enclosure basis of design
- 3.3.13 *CM*—construction manager
- 3.3.14 *CSI*—Construction Specifications Institute
- 3.3.15 *Cx*—commissioning
- 3.3.16 *CxG*—commissioning group
- 3.3.17 *CxP*—commissioning provider
- 3.3.18 *Cx team*—commissioning team
- 3.3.19 *HVAC*—heating, ventilation, and air conditioning
- 3.3.20 *IDR*—independent design review
- 3.3.21 *LEED*—Leadership in Energy and Environmental Design (trademark¹⁰)
- 3.3.22 *NCR*—nonconformance report
- 3.3.23 *O&M*—operations and maintenance
- 3.3.24 *OPR*—building enclosure owner’s project requirements
- 3.3.25 *QA*—quality assurance
- 3.3.26 *QC*—quality control
- 3.3.27 *RFI*—request for information

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¹⁰ LEED is a trademark held by the U.S. Green Building Council (USGBC).

3.3.28 USGBC—U.S. Green Building Council

3.3.29 Design Phases:

3.3.29.1 SD—schematic design phase

3.3.29.2 DD—design development phase

3.3.29.3 CD—construction document phase

4. Summary of Practice

4.1 The process of commissioning the enclosure follows a similar process as commissioning other building systems but with a focus on the design and construction of materials, systems, and assemblies that comprise the building enclosure. The BECx process begins as early as pre-design with the establishment of the OPR and runs in parallel to project delivery process to confirm that the building enclosure meets or exceeds the expectations of the Owner, as described in the OPR and defined by the contract documents. The enclosure is typically designed, assembled, and installed using numerous materials with varying properties and supplied by independent contractors and sub-contractors. Enclosure components may be installed in varying weather conditions on-site and in a sequence or manner that does not provide ready access to inspect, maintain, or repair them after the building is complete. The BECx process includes site observation and testing that should be performed periodically¹¹ throughout the installation of the enclosure sub-systems and components. The BECx process is not intended to replace QA/QC processes (including inspections, checks, or tests, or combinations thereof) that the contractor should perform to confirm that the product furnished and installed meets their contractual obligations.

4.2 *Independence*—The BECxG, who are retained by the Owner, should be able to demonstrate and maintain throughout the project independence in order to avoid conflicts of interest. The BECxG should have no contractual relationship to any firm providing design or construction related services to the project and have no known or potential conflicts of interest.¹² The BECxG should disclose to the Owner existing relationships with other parties on the project. The disclosure should occur when the BECxG are retained as well as at appropriate intervals including when other firms and individuals are engaged in the project.

4.3 *Levels of BECx*—The ASTM Standard Practice for Building Enclosure Commissioning (E2813) defines two levels of building enclosure commissioning – fundamental BECx and enhanced BECx. The standard practice describes the similarities and key difference between the two levels of BECx. The key differences include (1) the latest starting point to begin BECx process within the overall project delivery process, (2) the minimum number of mandatory IDRs required during the design phase and (3) the amount of mandatory testing required during the pre-construction and construction administration phases. While fundamental BECx need not start at pre-design, early process engagement may be advantageous. For fundamental BECx, the BECxP should be engaged during the Design Phase and no later than the commencement of the DD sub-phase. For enhanced BECx, the BECxP should be engaged during the pre-design phase. Fundamental BECx requires a minimum of one IDR of enclosure related documents including drawings and specifications while enhanced BECx requires a minimum of three such IDRs during the design phase. While both levels of BECx require first installation mock-ups as a minimum requirement, enhanced BECx requires either a pre-construction laboratory mock-up or on-site free standing-building mock-up to be tested. The scope and number of field testing is greater for enhanced BECx in comparison to fundamental BECx—refer to Practice E2813 (Table A2.1).

4.4 This guide describes a process that Owners may follow to incorporate BECx into their project. The most effective commissioning process begins at project inception (during the pre-design phase) and may continue into the occupancy and operations phase.

4.5 The Cx team is guided by the OPR. It is drafted at the inception of a project and is referred to throughout the life of the project. As building systems are often integrated and interconnected, a performance deficiency in the building enclosure can result in less than optimal performance in other systems. For optimal performance, the building's Cx team, in the various systems to be commissioned, should include cross-disciplinary understanding of related systems with a thorough technical knowledge of their

¹¹ Where these inspections and tests are being performed to satisfy regulatory requirements for the authority having jurisdiction (such as Special Inspections), those requirements for inspection and testing that may differ from those in this BECx guide and may be more stringent.

¹² The laws in the jurisdiction of the project may have more stringent or specific conflict of interest and independence requirements than those outlined in this standard guide.

specific area of responsibility. The Cx team is assembled at the pre-design phase and can be augmented as the design and construction process progresses and as the building requirements are established.

4.6 Pre-design is one of the preparatory phases of the project delivery process. The Owner's initial concepts, objectives, and desires for a given project are documented in the OPR. Refer to OPR Development Guideline in Practice **E2813**, Annex A1. During pre-design, the BECxP should draft a preliminary BECx plan to establish the BECx team and propose a preliminary scope for BECx activities and BECx budgets for the various phases of the project for the Owner's review and approval.

4.7 During the design phase, the BECx activities include the review of the BOD against the OPR and IDR(s) of the design documents and coordination of the building enclosure requirements among the BECx team. Throughout this phase, the objectives of the OPR are further defined to reflect the Owner's decisions and changes. A project-specific BECx specification is developed by the BECxP for inclusion into the project manual once accepted by the Owner and AOR.

4.8 During the bidding and negotiation phase, the BECx team members review the BECx process with the prospective bidders and are involved in the technical evaluation of contractor/sub-contractor proposals. The BECxG assists the AOR and Owner by providing Owner-requested reviews of technical proposals and bids to confirm that they meet or exceed the requirements described in the OPR and defined by the contract documents, inclusive of performance-impacting qualifications, substitutions and exclusions, schedules, phasing, coordination, QA/QC programs, and value-engineering proposals.

4.9 During the construction phase, the contractors, specialty sub-contractors, third-party inspection and testing agencies are also engaged in the BECx process. The BECx process incorporates tasks throughout the construction phase, that are specific to the project delivery method being employed on that project, including but not limited to: attending a pre-construction meeting, the review and comment on building enclosure technical submittals and shop drawings, participating in periodic BECx meetings, conducting and witnessing laboratory testing, attending pre-installation 'kickoff' meetings, monitoring construction of site 'first installation' or 'benchmark' mock-ups, auditing the contractor's QA/QC program including implementation of project specific checklists, performing periodic construction observation visits to the fabrication shops and to the site, and conducting and witnessing on-site performance testing. These BECx activities focus on verifying that the installed work complies with the CDs, the OPR, and satisfies applicable regulatory requirements, standards, and guidelines.

4.10 At the start of the occupancy phase, BECx activities include organizing a handover meeting of the systems manual and BECx final report to the Owner, verifying that training of the Owner's representatives occurs in the operation and maintenance of the building enclosure. Further along in this phase, a review of the performance history of the building enclosure materials, components, and assemblies should be done and a condition assessment performed prior to the conclusion of the initial warranty period.

5. Significance and Use

5.1 This guide provides recommendations for the enclosure commissioning process from its project planning through design, construction and occupancy and operation phases. This guide is intended for various building types. Although Practice **E2813** defines two levels of enclosure commissioning, fundamental and enhanced, complex buildings and Owners seeking a higher level of assurance may require more intensified enclosure commissioning than the minimum requirements described in this guide and Practice **E2813**.¹³

5.2 The process uses performance-oriented practices and procedures to verify that the project is achieving the expectations described in the OPR and defined by the contract documents throughout the delivery of the project.

5.3 The BECx process is recommended to begin during the pre-design phase and continues through the occupancy and operations phase. The process includes specific tasks during each project phase.

5.4 The commissioning process is outlined in ANSI/ASHRAE/IES Standard 202. It is recommended that the reader understand the process provided in that document. This standard guide and Practice **E2813** provide a specific process related to the building enclosure commissioning.

¹³ This guide anticipates that the BECxS in some jurisdictions may provide, where qualified, certified or accredited to do so, or both, third-party inspection services and regulatory sign-offs (for example, Special Inspection) on behalf of Owner and the authority having jurisdiction.

5.5 Note that the enclosure commissioning process should not infringe upon the authority or responsibility of the Owner, the project's designers or contractors. The CxG and BECxG can identify areas of concern relative to the OPR, which are discussed with the Owner and other stakeholders; however it is the Owner who directs the project, Cx team, and BECx team. It is recommended that the BECxP be engaged in pre-design phase to define the scope of BECx so that the Owner's agreements with the project team (including the contractor) clearly define the scope of contracted tasks that interface with BECx process.

5.6 BECx does not replace a traditional design/construction process but is meant to enhance and be an integral part of that process by validating the design and verifying the construction meets the requirements described in the OPR and defined by the contract documents.

5.7 In this guide, the performance objectives for attributes of the building enclosure as required by an Owner are considered. Enclosure attributes to be considered include the control of moisture, condensation, heat flow, air flow, water vapor flow, noise, fire, vibrations, energy, light, infrared radiation (IR), ultraviolet radiation (UV), as well as the structural performance, durability, resiliency, security, reliability, aesthetics, value, constructability, maintainability over its life cycle, and sustainability of the enclosure elements to meet or exceed the expectations described in the OPR and defined by the contract documents. The commissioning objectives for a building's enclosure may vary by the Owner's requirements. The objectives contained in the OPR may vary by occupancy, use, size, and the project requirements, which may include other requirements across these or other variables.

5.7.1 Note that this guide is not a one-size-fits-all "how to" standard guide on avoiding poorly performing building enclosures.

5.8 *Approach:*

5.8.1 The sequence of work for the BECx team commences by assembling the documentation of the OPR at the inception of a project. The sequence continues with the conveyance and interpretation of this information by the BECxG throughout the building delivery process. Throughout the process, the BECxP verifies that the BECxG's work product is consistent with this guide and Practice E2813. The BECx process has been structured to coincide with the phases of a generic project with pre-design, design, bidding and negotiation, construction, occupancy, and operations phases. If circumstances require Owners to adopt the BECx process during the design or construction phase of a project, implementation at that point in time shall capture the information that would have been developed had the BECx process begun at project inception. Beginning the BECx process at project inception will maximize benefits to the project.

5.8.2 Although this guide focuses upon building enclosure systems, a successful whole building commissioning process should carefully document and verify interfaces between interdependent building systems. Even if the building enclosure is the singular focus of this Cx process, coordination among disciplines is essential for overall building project success.

6. Pre-design Phase¹⁴

6.1 *Introduction:*

6.1.1 Pre-design is a preparatory phase of the project delivery process in which the OPR is established and general information about the overall project is gathered.

6.1.2 The OPR developed during pre-design should be recognized as a starting point for subsequent design phases. The OPR will continue to evolve during the design phases to respond to evolving design, cost and schedule information as directed by the Owner.

6.1.3 *BECx Activity Objectives* include:

6.1.3.1 Attend project planning conference(s) (or "kickoff meeting(s)");

6.1.3.2 Confirm documentation of the OPR;

¹⁴ The pre-design phase is the BECxP minimum point-of-engagement required to qualify as Enhanced BECx under this practice. Refer to ANSI/ASHRAE/IES Standard 202 and Practice E2813 for additional steps associated with this phase of the BECx process.

6.1.3.3 Select a level of BECx (either Fundamental or Enhanced) and identify a scope and budget for the enclosure commissioning process;

6.1.3.4 Communicate enclosure commissioning requirements to the Owner for inclusion in agreements including those between the Owner and design team;¹⁵

6.1.3.5 Initiate development of the BECx plan; and

6.2 BECx Kickoff Meeting:

6.2.1 Enclosure commissioning activities in the pre-design phase begin with a kickoff meeting. The agenda of this meeting includes identification of project objectives and discussion of the project's enclosure commissioning process. The agenda may include:

6.2.1.1 An introduction to the BECx process, including the various tasks and objectives of each phase;

6.2.1.2 The project delivery method and the extent to which the various building systems will be commissioned; and

6.2.1.3 Basic design objectives, including the functional and programmatic requirements for the project, targets for energy usage and facility life-cycle requirements.

6.2.2 BECx Team Members and Responsibilities:

6.2.2.1 The BECx team is comprised of members of the project design and construction teams assigned the responsibility for the implementation of the enclosure commissioning process. The BECx team is typically established by the Owner to oversee and accomplish the tasks outlined in this guide. A CxP is designated by the Owner to supervise the overall building commissioning process. The BECxP may be retained by the Owner directly or be assigned by the CxP if duly authorized to do so by the Owner. The BECxG includes a BECxS to provide technical expertise and participate in the enclosure commissioning process as outlined in this guide. The BECxG may assist the Owner in the development of the OPR. Inclusion of additional design and construction team members, such as the Architect and pre-construction manager may be included as appropriate.

6.2.2.2 The make-up of the project's BECx team may likely change throughout the project duration to adapt to the shifting emphasis of the project's demands; however, representation of the BECxP should remain consistent.

<https://standards.iteh.ai/catalog/standards/sist/821c0806-8ef9-40a3-873a-35efdf1bd662/astm-e2947-21a>

6.2.2.3 Responsibilities for the BECxG include:

- (1) Facilitate the incorporation of the Owner's building enclosure objectives into the OPR;
- (2) Establish the protocols for documentation;
- (3) Establish BECx plan, scope, and budget; and
- (4) Verify the roles and responsibilities for each member of the BECx team and understand the nature of the enclosure commissioning tasks and how these tasks may impact each independent design and construction team member or trades' scope of work.

6.3 OPR Document:

6.3.1 The pre-design phase OPR document may include:

(1) A building enclosure vision, including any Owner's directives, restrictions or limitations, durability expectations, and building enclosure service life expectancy;

(a) *Discussion*—The Owner may wish to achieve building enclosure performance objectives/requirements beyond basic code and should consider items such as, but not limited to, increased energy efficiency, environmental and sustainability goals, serviceability, adaptation for future expansion, integration of systems, indoor environmental requirements, acoustics, security, or communications.

(2) Building enclosure requirements (for example, functional and programmatic requirements, material preferences, general performance objectives, initial enclosure cost budgets, and facility interior condition requirements);

¹⁵ The commissioning requirements for contractor agreements should be discussed with the Owner where early award of enclosure trade contracts are anticipated (such as, in a design-build or design-assist delivery process).

- (3) Community context (for example, neighboring buildings that can be impacted by the project; disruptive noise generation, historic district requirements);
- (4) Site information and interior and exterior climate conditions;
- (5) Occupant comfort and productivity requirements;
- (6) Scheduled maintenance requirements;
- (7) Sustainability Goals: incentives, energy use targets, environmental label targets;
- (8) Other Owner requirements, such as insurance company requirements, facility guidelines, or preferred systems/manufacturers; and
- (9) “Lessons learned” from previous BECx projects.

6.4 *Identify the Scope and Budget for the BECx Process:*

6.4.1 To facilitate the choice of either Fundamental or Enhanced levels of BECx, preliminary BECx budgets and schedules should be developed to include preliminary estimates of the costs and time required to accomplish the BECx process activities including, but not limited to:

6.4.1.1 The activities of the BECxG during the building design, construction, and occupancy phases;

6.4.1.2 The recommended number of IDRs; and

6.4.1.3 Preliminary scope and estimates for laboratory mock-up and field mock-up testing. Preliminary costs for functional performance testing will be established to determine the anticipated level of BECx effort, including expected frequency of laboratory mock-ups, field mock-ups, visits to production facilities during fabrication, and site visits during initial installation or at various stages throughout construction, or both. The accuracy of the scope and estimates will depend on the state of the conceptual building enclosure design during pre-design.

6.4.2 *Selecting a Level of BECx*—Many factors must be taken into account by the Owner in selecting either fundamental BECx or enhanced BECx for a given project. This decision should be made by the Owner in consultation with the BECxP and other project stakeholders. Some of the factors that should be considered in this decision include: any code, ordinance, or legislation that may require a specific level of BECx (if any); incentive program or sustainability/environmental label target (such as LEED) that may have requirements for a specific level of BECx; the type of construction and the likely method of project delivery (such as design-build, design-bid-build or design-assist); the project environment and its location; the intended use and occupancy-use of the building; the design-construction schedule for the project; the Owner’s budget; the Owner’s expectation for both level of quality and tolerance for risk; the track record and experience level of the likely contractors to perform the work envisioned; and/or the track record for the building enclosure systems or components that are likely to be selected thereof.

6.5 *BEcx Plan*—The BECx plan identifies the processes and procedures necessary to achieve the desired level of BECx—either fundamental or enhanced BECx. This will include verifying that the minimum level of IDR and testing is incorporated into the BECx plan. The plan should respond to the project specific OPR; the Owner’s risk management strategy; and overall complexity of the building enclosure design and performance requirements. The BECx plan is to be reviewed and updated throughout the project. The BECx plan, as part of the whole building Cx plan, should define:

6.5.1 The roles and responsibilities of the BECxG, including tasks that are to comprise the process. These tasks should be project specific and be consistent with the minimum requirements of Practice E2813. The BECx plan should maintain the focus on achieving the OPR.

6.5.2 The preliminary communication protocols and methods for distribution of information among the BECx team.

6.6 *Prepare BECx Process Progress Report:*

6.6.1 The BECxP should provide a summary report outlining the BECx activities, process and work products developed during the pre-design phase.

6.6.2 The BECx progress report should be included in the Final BECx Report.

7. Design Phase

7.1 *Introduction*—The design phase includes BECx activities to validate that the Architect’s BOD document responds to and reflects the OPR and verifies that the plans and specifications developed throughout the design phase are consistent with the OPR. The IDRs are performed and documented by the BECxG. Team meetings are held to review and discuss building enclosure system and material selection and how their performance meets the requirements of the OPR. The BECx plan is further refined and the project-specific BECx specification is drafted and provided to the AOR for acceptance and inclusion in the project manual. This section provides BECx activity guidance for each of three sub-phases of design—SD, DD, and CD.¹⁶

7.1.1 *Independent Design Reviews (IDRs)*—While the minimum number of IDRs are prescribed in Practice E2813 for each level of BECx, selecting the appropriate point within the design phase and sub-phases when the IDR(s) should occur is a judgment call by the Owner with input from the BECxG, Architect, and other team members as appropriate. The IDRs should be performed in a manner that will allow for the timely review and consideration by the AOR. IDR performed earlier in the design process may provide distinct benefits as variations from the OPR and other technical concerns raised during the review can be flagged and resolved expeditiously while minimizing the negative impact to the project.

7.2 *Schematic Design (SD)*:

7.2.1 In this preliminary sub-phase, BECx activities occur in parallel with the designer’s process where the concept design is further developed and various enclosure options are considered and compared on their technical and other merits. The review of enclosure options should evaluate the impact on budget and schedule for associated commissioning activities. Each building enclosure system option may have specific tests and tools available for qualitative or quantitative analysis of performance, or both, with varying degrees of certainty.

7.2.2 *SD BECx Meeting*—If a substantial gap in time has occurred from the pre-design phase meetings, SD should begin with members of the BECx team participating in a meeting to review the OPR developed during pre-design¹⁷ and the objectives for commissioning of the building enclosure as described in the pre-design BECx plan.

7.2.3 *SD Basis of Design Review*—The BECxG should coordinate the review of the Architect’s BOD document to check that systems outlined in this document provide an appropriate design solution to fulfill the OPR requirements, both for enclosure requirements and integrating the enclosure with other building systems. The BOD should include narrative descriptions of building exterior and interior enclosure systems (for example, roof, exterior walls, floors, windows, skylights, atria, ceiling under, floor over or wall adjacent to unconditioned space, and so forth).

7.2.4 *SD Independent Design Review (IDR)*:

7.2.4.1 The BECxG should perform the IDR of building enclosure related SD documents for consistency with the OPR. This review may include the alternative enclosure schemes for appropriateness and compliance with the OPR.

7.2.4.2 The IDR should include the evaluation of the proposed concepts of the building enclosure and preferred materials as prepared by the Architect with the OPR requirements. The review should be undertaken for the building enclosure as described in the SD documents.

7.2.4.3 The IDR report should advise the Architect, Owner and other BECx team members on technical performance related concerns found in the SD documents including but not limited to missing or incomplete details or unidentified building enclosure components; areas of concern related to performance and constructability, details requiring further study or analysis to confirm compliance, conditions noted on the drawings where proper sequence and coordination are needed, and other undefined information related to the building enclosure components, system, performance or function. The report and any written comments on documents from the IDR should be issued as a formal BECx deliverable to the Architect and the Owner, and distributed to BECx team members as appropriate. These comments should be reviewed and responded to by the Architect. The response may include the Architect modifying or revising SD documents as required for consistency with the OPR or suggesting to the Owner a change to the OPR. Variations from the OPR noted in the review process that are not reconciled should be entered in the BECx issue and resolution log.

¹⁶ While this guide follows a traditional project delivery process, some flexibility may be warranted in applying the provisions from different sub-phases to suit the project and project delivery method selected.

¹⁷ The retroactive development of a written OPR may be required in SD phase where a formal OPR may not exist or otherwise was not fully developed during the pre-design phase of the BECx process.