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| ***Instructions to complete the template for your Water Commissioning Plan****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Water Commissioning Plan meets the BEST Practice requirements.*
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| ***Checklist****The Water Commissioning Plan must demonstrate that the following actions have been considered and implemented in the previous 12 months:*[ ]  *A water measurement or assessment plan for major operating systems and equipment*[ ]  *A water bill evaluation and follow up plan*[ ]  *If a deficiency report has been generated (from the construction process) regarding building systems, include plans to address these deficiencies*[ ]  *Identify the persons responsible for the respective water management aspects*[ ]  *Training for operations staff on performing the above*[ ]  *(Optional) Implementation is preferable though not required to demonstrate BEST Practice compliance.* |

**WATER COMMISSIONING PLAN**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Plan was created / most recent date it was reviewed]

# Introduction and Purpose

The intent of the Water Commissioning Plan is to ensure that the building’s major systems and equipment are being optimized/fine-tuned for specific seasonal requirements, occupancy variability, etc.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Overall building water performance
* Overseeing the preparation and execution of the Water Commissioning Plan, whether it is done by “in-house” operational staff or a third-party consultant.
* Track evidence of training received and maintain training records.

The following persons are responsible for specific aspects that contribute to sound Water Management practices at the building:

* Overall water commissioning plan: [Insert Name, Role on Building Maintenance Team]
* Water measurement of major operating systems and equipment:
	+ [Domestic water fixtures (faucets, toilets, urinals): [Insert Name, Role on Building Maintenance Team]
	+ Water using appliances (dishwasher, washing machine etc.): [Insert Name, Role on Building Maintenance Team]
	+ Cooling equipment including cooling towers, equipment “once-through” cooling and customized tenant cooling equipment: [Insert Name, Role on Building Maintenance Team]
	+ Landscape irrigation equipment: [Insert Name, Role on Building Maintenance Team]
	+ Humidification equipment: [Insert Name, Role on Building Maintenance Team]
	+ Heating equipment (boiler blowdown, steam production and condensate management): [Insert Name, Role on Building Maintenance Team]
	+ Any other specialized equipment (including production use and process loads): [Insert Name, Role on Building Maintenance Team]

*Delete bullets not applicable to your building.*

* Water bill review: [Insert Name, Role on Building Maintenance Team]

## Training

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name] will identify training requirements for property management and building maintenance staff related to overseeing the commissioning of major operating systems and equipment, water utility bill evaluation and addressing deficiencies outlined in this plan.

[Briefly outline applicable staff training required / delivered.]

*Review the type of training that may benefit your property management and building maintenance staff members as it applies to commissioning activities.*

*Check your staff’s current competencies in this area and identify additional training required and determine when it will need to be completed.*

# Strategy

[Describe the water commissioning strategy.]

*Develop a water measurement or assessment plan for major systems and equipment for the building by completing tasks outlined in Sections 3.1 – 3.3 below. The plan must include all operating systems and equipment that represent the greatest proportion of water consumption in the building (e.g. district hot water, cooling towers, etc.).*

## Deficiency Report

[If a Deficiency Report was generated when the building’s construction was completed, insert deficiencies found and outline steps to address the deficiencies. Estimate timelines and assign responsible parties. Establish milestones to track progress.]

*Delete this section if not applicable to your building.*

## Water-use Review

 [Describe the water-use review process established at the building.]

*Introduce a process of ongoing water bill review (including cost and consumption history) to gain insights on the efficiency of major building operating systems and equipment to identify trends.*

*Aside from water bill review, also consider alternative methods of assessment that may be appropriate to your building and will help you gain insight on the building’s water consumption / cost trends, such as tenant satisfaction surveys, control sequence reviews, etc.*

## Assessment

[List the energy-using equipment in your building and briefly describe the energy conservation opportunities identified for each system.]

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| *Here is a suggested list of the type of water-using systems to review in your building and identify water saving opportunities:* * *Domestic water fixtures (faucets, toilets, urinals)*
* *Water using appliances (dishwasher, washing machine etc.)*
* *Cooling equipment including cooling towers, equipment “once-through” cooling and customized tenant cooling equipment*
* *Landscape irrigation equipment*
* *Humidification equipment*
* *Heating equipment (boiler blowdown, steam production and condensate management)*
* *Any other specialized equipment (including production use and process loads)*
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# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once a year.