RETROCOMMISSIONING PROCESS FOR REOPENING

STEPHEN TURNER INC.
Building Better Performance

MEET WITH CLIENT & FORM PLAN

- Interview building operators and establish retrocommissioning (RCx) team
- Document known issues, areas of greatest concern for safety of occupants and those entering building
- Review available as-built information, pre-COVID-19 Current Facility Requirements (CFR)
- Submit draft COVID-19 Reopening RCx Plan
- Develop modified CFR including COVID-19 and potential post-COVID-19 requirements
- Collect & analyze energy data (filtration, airflow and ventilation data)
- Develop RCx Issues Log
- Establish budget & financial criteria for implementation phase
- If needed:
  - ▷ Develop a sub-metering, trend logging, and data logging plan

PERFORM INVESTIGATIVE PHASE WORK

- Document existing conditions
- Analyze existing building performance and readiness for reopening (see expanded graphic)
- Conduct diagnostic monitoring
- Update RCx Issues Log
- Produce colorized zone drawings
- Identify components & systems to be tested
- Develop functional performance testing approach and procedures
- If needed or requested:
  - ▷ Implement sub-metering, trend logging, & data logging plan
  - ▷ Asset inventory
  - ▷ Analyze system life expectancy

PERFORM TESTING & PROVIDE RECOMMENDATIONS

- Lead functional performance testing
- Track issues
- Document recommended tune-up and safety measures; implement simple changes
- Identify & document simple repairs or changes that can be readily implemented
- Develop master list of future potential changes including:
  - ▷ Deficiencies, safety measures, opportunities
  - ▷ Potential energy impacts & utility incentives
- Provide summary report with recommendations for reopening procedures, enhanced operating and maintenance plan and schedules, implemented changes, as well as future possible future measures

RETROCOMMISSIONING PROCESS FOR REOPENING
INVESTIGATIVE PHASE

Stephen Turner Inc.
Building Better Performance

PERFORM INVESTIGATIVE PHASE WORK

- Document existing conditions

- Analyze existing building performance and readiness for reopening

- Conduct diagnostic monitoring

- Update RCx Issues Log

- Produce colorized zone drawings

- Identify components & systems to be tested

- Develop functional performance testing approach and procedures

- If needed or requested:

  ▷ Implement sub-metering, trend logging, & data logging plan

  ▷ Asset inventory

  ▷ Analyze system life expectancy

▷ Air filtration

▷ Directional airflow

▷ Ventilation

▷ HVAC controls, system operating hours and setpoints