14 Commissioning Code L: Lighting

**Appendix LA2: Checklists for the commissioning of lighting installations**

Copies of these checklists and the sample completion certificates shown in Appendix LA4 may be downloaded as Microsoft® Word documents from the CIBSE website.

**Form LA2.1** General checklist for the commissioning of lighting installations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Task stage | Code L reference | Person responsible (insert *n/a* if not relevant) | Signature | Completed? (Y/N) |
| **RIBA stages 2/3/4: Design phase** | | | | | |
| 2.1.1 | Appoint commissioning manager. | L1.1 |  |  |  |
| 2.1.2 | Check performance specification and proposed design to ensure commissioning possible. | L1.1 |  |  |  |
| 2.1.3 | Make and agree design changes if required by 2.1.2. | L1.1 |  |  |  |
| 2.1.4 | Create commissioning method statement. | L1.3 |  |  |  |
| 2.1.5 | Identify commissioning works that could/will be completed off site. | L1.4 |  |  |  |
| 2.1.6 | Overlay commissioning period with main project programme of works to ensure achievable with all trades and completion date. | L1.4 |  |  |  |
| 2.1.7 | Identify any post completion activity required and frequency of visits. | L4.3 L5 |  |  |  |
| **RIBA stage 5: Construction phase** | | | | | |
| 2.1.8 | Confirm commissioning team. | L1.1 |  |  |  |
| 2.1.9 | Assign duties and responsibilities to the commissioning team. | L1.1 |  |  |  |
| 2.1.10 | Publish commissioning team organogram to project team. | L1.1 |  |  |  |
| 2.1.11 | Confirm commissioning method statement. | L1.3 |  |  |  |
| 2.1.12 | Confirm commissioning programme of works. | L1.4 |  |  |  |
| 2.1.13 | Carry out pre-commissioning checks. | L2 |  |  |  |
| 2.1.14 | Certify pre-commissioning checks when completed. | L2.3 |  |  |  |
| 2.1.15 | Carry out functional commissioning checks. | L3 |  |  |  |
| 2.1.16 | Certify functional commissioning checks when completed. | L3.9 |  |  |  |
| 2.1.17 | Develop and update *o&m* media to agreed content in preparation for witness testing. | L4.1 L4.1.1 |  |  |  |
| 2.1.18 | Offer lighting installation for witness testing. | L4.2 |  |  |  |
| 2.1.19 | Offer lighting installation for operator training. | L4.3 |  |  |  |
| **RIBA stage 6: Handover and close-out** | | | | | |
| 2.1.20 | Handover lighting installation. | L4.3 |  |  |  |
| 2.1.21 | Issue completion certificate. | L4.4 |  |  |  |
| **RIBA stage 7: Post-occupancy evaluation** | | | | | |
| 2.1.22 | Return to complete any outstanding commissioning. Evaluate/adjust the lighting installation as specified. | L5 |  |  |  |