Week 11 Earned Value

457.307 Construction Planning and Management

Department of Civil and Environmental Engineering
Seoul National University

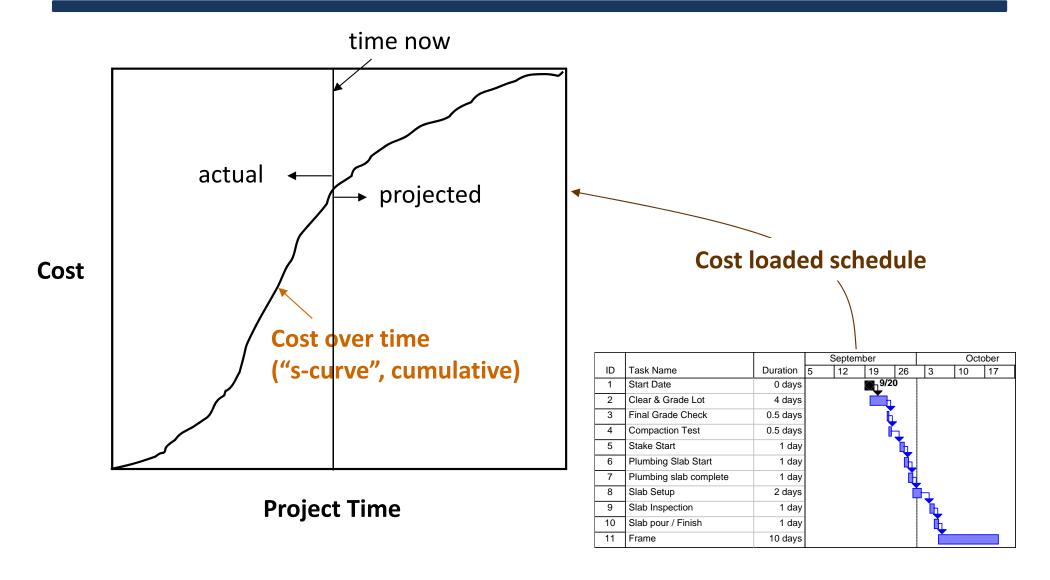
Prof. Seokho Chi

shchi@snu.ac.kr 건설환경공학부 35동 304호

Earned Value Purpose

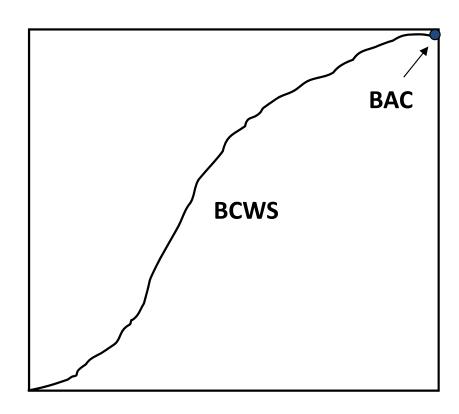
- Monitor cost and schedule performance and progress in an integrated fashion
- A contractor knows "earned" value: the *budgeted* value of completed work
 - Budgeted: used to report to owner
 - Hence, earned value concept typically used as project control to track progress of those that work for you

Integrate Money and Time



Definitions (Metrics)

- BCWS: Budgeted Cost of Work Scheduled
 - Cost loaded schedule used to generate cumulative cost curve
- BAC: Budgeted Cost at Completion
 - Original total estimated cost



Metrics (2)

BCWP: Budgeted Cost of Work Performed

- Budgeted (not actual) cost of work performed to-date on project
- BCWP = Earned Value (definition)

ACWP: Actual Cost of Work Performed

- Actual (not budgeted) cost of work performed to-date on project
- Monitor time and cost

Metrics (3) - CV

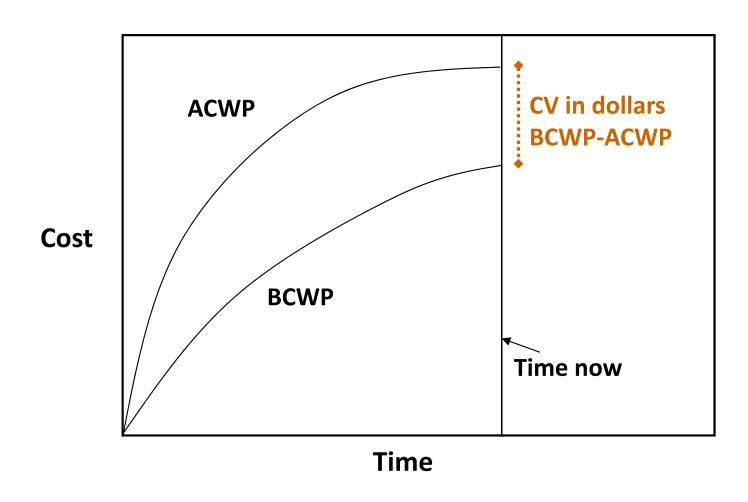
• CV: Cost Variance = BCWP - ACWP

- Difference between budgeted and actual cost of work performed
- Provided project cost status
- − CV > 0: project under budget
- − CV < 0: project over budget

• %CV: % Cost Variance

 $- \%CV = 100 \times CV/BCWP$

Metrics (4) - CV



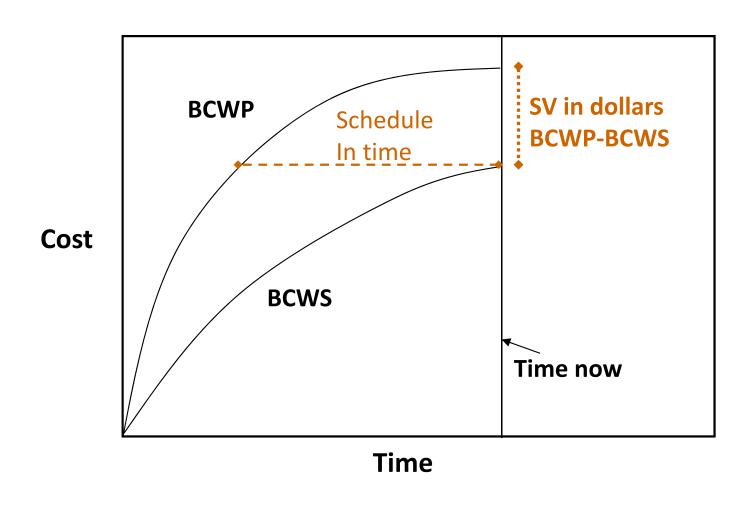
Is this project over or under budgeted cost?

Metrics (5) - SV

- SV: Schedule Variance = BCWP BCWS
 - Use budgeted amount for both, so not looking at cost variance
 - Infer schedule performance from difference
 - -SV > 0: ahead of schedule *오늘을 기준으로 schedule상으로는 a라는 예산에 해당하는 일까지 했으면 되는데, 실제로는 더 많은 예산b에 해당하는 일만큼 했다.
 - SV < 0: behind schedule

- %SV: % Schedule Variance
 - $\%SV = 100 \times SV/BCWS$

Metrics (6) - SV



Is this project ahead of or behind schedule?

Metrics (7)

• Related metrics:

- SPI: Schedule Performance Index (BCWP/BCWS)
 - SPI > 1 ahead of schedule
 - SPI < 1 behind schedule
- CPI: Cost Performance Index (BCWP/ACWP)
 - CPI > 1 under budget
 - CPI < 1 over budget

Metrics (8)

- PC: Percent Complete BCWP/BAC
 - Estimates of PC used to status each activity
- EAC: Estimated cost at completion
 - EAC = ACWP + (BAC BCWP)
 - EAC = BAC + (ACWP BCWP)
 - Is it reasonable if ACWP <> BCWP?
 - What is the assumption here?
 - What would you want to know to clarify?

Activity	Budget \$	Mon1	Mon2	Mon3	Mon4	Mon5	Mon
Sitework	\$22,000						
Fencing	\$10,000						

Six month project

Current time 3.5 months

Current cost: \$152,000

BAC: \$257,000

Activity status Sitework 100% Excavation 100%

Foundation 100%

Fencing 100%

Rough electrical 100%

Framing 50%

Plumbing 75%

Paving 50%

Calculate:

ACWP, BCWP, BCWS, SV, %SV, SPI, CV, %CV, CPI, PC, EAC

Activity	Budget \$	Mon1	Mon2	Mon3	Mon4	Mon5	Mon6
Sitework	\$22,000						
Fencing	\$10,000						
Paving	\$18,000						
Excavation	\$30,000						
Foundation	\$50,000						
Framing	\$40,000						
Rough Electric	\$ 6,000						
Rough Plumbing	\$16,000						
Drywall	\$13,000						
Suspend Ceiling	\$ 4,000						
Interior Finish	\$34,000						
Carpeting	\$14,000						

- ACWP = \$152,000 (given)
- BCWS =
- BCWP =

- SV =
- %SV =
- SPI =

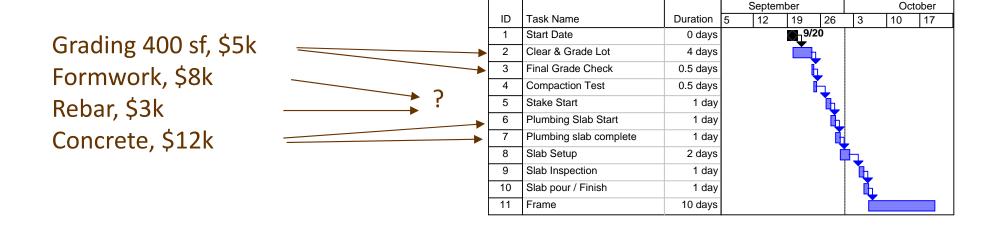
- ACWP =
- BCWS =
- BCWP =
- CV =
- %CV =
- CbI =

- ACWP = \$152,000 (given)
- BCWS =
- BCWP =
- Percent Complete =
- EAC =

*Although the project is slightly behind schedule, it is performing under budget. The project is currently at the 62% completion stage and is estimated to be completed for a revised estimated cost of \$250,000, a decrease from the original estimate.

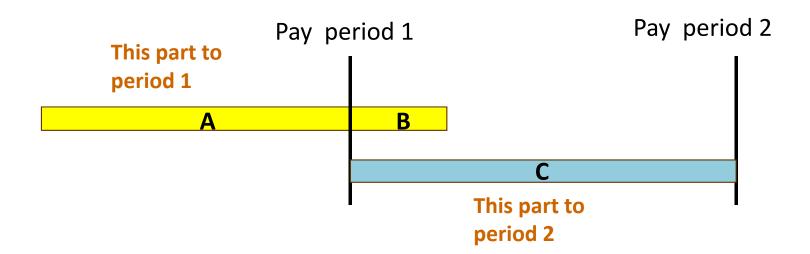
Cost Loading

- Conceptually easy: add cost to activities
- Difficult because:
 - Break apart estimates
 - Level of detail



Calculating EV in the Real World

- In the real world, there are periodic payments (month, week)
- To account for these, apportion activity costs to pay period
 - Activity-based = A+B and C
 - Period-based = A and B+C



Key Skills

- Understand concept of Earned Value
- Know definition and use of several metrics related to earned value calculations
- Deploy metrics on project data to calculate values

Week 11 Change Management

457.307 Construction Planning and Management

Department of Civil and Environmental Engineering
Seoul National University

Prof. Seokho Chi

shchi@snu.ac.kr 건설환경공학부 35동 304호 "We commission hundreds of new build and refurbishment projects of various sizes every year. Many of them do not complete on time or within budget. As a result, we suffer significant losses in terms of both higher construction costs and delayed business opening."



<Client (Owner)>



<Design Consultant>



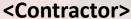
<Project Manager>

Different Perspectives on Changes

<Source: Managing Changes in Construction Projects>

"In many of our projects, we have to make late changes to the design because the client keeps changing their requirements. This results in a waste of staff time as high as 30% in a typical project."

"Many serious project delays can be traced to some seemingly insignificant delays that happened sometime ago somewhere upstream in the project delivery process."





"We often have to delay the work on-site and even re-do the work because the drawings provided by the designers are either incomplete or inconsistent with the site conditions."

Construction Project Performance

- 'More than a third of major clients are dissatisfied with contractors' performance in keeping to the quoted price and to time, resolving defects, and delivering a final product of the required quality'
- More than 50% of construction projects: delay, overspending
- More than 30% of completed construction projects have quality defects
- About 30% of construction is rework
 - Labor efficiency: 40 60%
 - At least 10% of materials are wasted
 - Direct costs caused by rework average 5% of total construction costs.

Reasons for Change and Rework

Change in owner's requirements

- Owner will add or deduct portions of work (e.g., scope change to the contract)
- A change order is almost always authorized for this kind of changes

Constructive Change

- The architect or owner representative causes the contractor to perform work outside the contract
- Construction document errors, omissions

Reasons for Change and Rework

Differing Site Conditions

- Subsurface soil conditions
- In renovation projects, the designer does not have all of the previous construction details and plans.

• Jobsite Discovery of Hazardous Materials

- The contractor would notify the owner of any discovery of hazardous materials
- The owner then needs to decide on the best way of handling the material (owner's responsibility).

Reasons for Change and Rework

Code Revisions by the Outside Agencies

 The local building code authority reviews the project after the construction contract has been awarded and requests code revisions.

*building code: a set of rules that specify the minimum acceptable level of safety for constructed objects

e.g., code violation: this concrete block wall is penetrated by cable trays and cables. The hole should be firestopped to restore the fire-resistance rating of the wall. Instead it is filled with flammable polyurethane form.



Change Order

Change of scope or addition of work

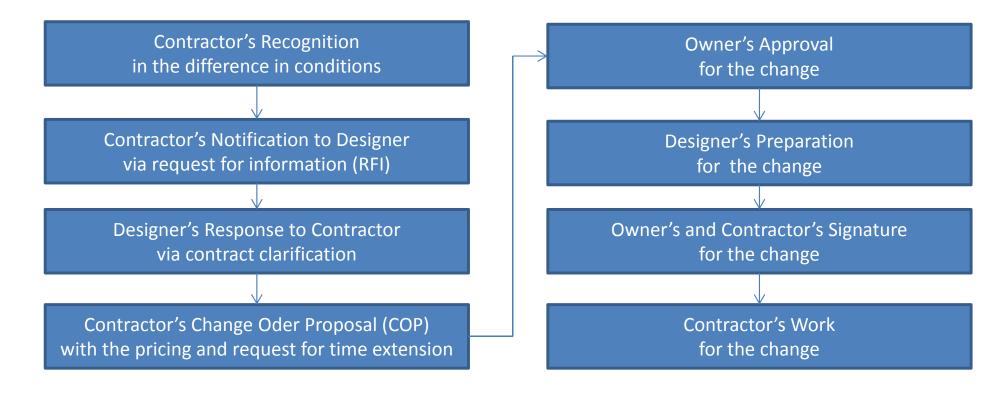
- Construction contracts contain provisions allowing owners to make changes to the work by a written notice
- Architects, engineers, and owners occasionally direct the contractor to alter the construction plan.

"The contractor's excavation subcontractor decided on using a Hydraulic Excavator for excavation of a sewer line trench. However, as construction proceeded, the owner requested that the contractor use a smaller piece of excavation equipment to minimize damage to the surrounding existing environment. Because the smaller piece of equipment was not owned by the excavating subcontractor, the rental rate exceeded the rate for the owned piece of equipment. The productivity of the smaller equipment was lower than the Hydraulic Excavator, requiring more time for the activity and resulting in higher labor costs. The excavating subcontractor requested a Change Order for an extra amount for a directed change in means and methods."

Item	Hydraulic Excavator	Rubber-tired Backhoe
Equipment	16 hrs @ \$80/hr = \$ 1280.	24 hrs @ \$100/hr = \$ 2400.
Labor	16 hrs @ \$30/hr = \$ 480.	24 hrs @ \$ 30/hr = \$ 720.
Equipment	16 hrs @ \$20/hr = \$ 320.	24 hrs @ \$ 20/hr = <u>\$ 480.</u>
Total Cost	\$ 2080.	\$ 3600.
Net Additional Cost		\$ 1520.
Plus: 15% Allowable		\$ 228.
Overhead & Profit		
Additional Cost Impact		\$ 1748.

Change Order Process

- Described in the contract document
- Typical change order process
 - For different site conditions







Change Order Proposal

То:			Date:
_			Job No.:
Subject: No	otification o	f Change or Claim for:	
Gentlemen			
Company to may create project, and time and co	be beyond to a suspension d/or cause ac sts for this w	the scope of our contract. In /delay of the work, incread ditional cost to our work. It	is been determined by FGH Construction You are hereby notified that this problem ase scheduled time to complete the We reserve the right to request additional titally have an adverse effect on other
		ence or Request for Infor	
Date of Oc	currence	On:	
		From:	To:
limited to G	eneral Condi		overy of all extra costs, including but not affects scheduled completion. It is our
Please issu Sincerely,	e the approp	riate paperwork to comple	te this change. Thank you.
Bill Jones			
Project Eng	gineer		
cc: Fr	ank Cantee	7	
	roject Manag		
Fi	le CP		
Enclosures	s:		5390 Walnut Avenue, San Francisco, California, 93422-0027 Phone: (415)555-2346, Fax: (415)555-2300

Change Order Proposal

				Proje	ct:	
				Date:		
om:						
H Construction Co., wa ange in scope of the co				e Order Pi	oposal fo	r the
Cost of the work:						
Description :	Labor	Mat.	Equip.	Other	Sub	Total
			-4-1-	-	0.00	-
Labor Burden% Subtotal Bond Premium Liability Insurance Subtotal Overhead Profit		.%				
Subtotal Bond Premium Liability Insurance Subtotal Overhead		.%				
Subtotal Sond Premium Jability Insurance Subtotal Overhead Profit Grand Total:		.%				
Subtotal Bond Premium Liability Insurance Subtotal Overhead Profit		.%				

CO Sample

AIA DOCUMENT G701-2000

Change Order

(Instructions on reverse side)

PROJECT: (Name and address)

Huna Office Building 9301 Glacier Highway Juneau, Alaska 99801

TO CONTRACTOR:

CHANGE ORDER NUMBER: 1

DATE: November 15, 2000

OWNER M ARCHITECT X

ARCHITECT'S PROJECT NUMBER: 937 CONTRACTOR 🔀

FIELD [

CONTRACT FOR: Construction of office

OTHER [

building

CONTRACT DATE: August 15, 2000

Northwest Construction Co. 1242 First Avenue Cascade, Washington 98202

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Incorporate Change Order Proposals 1, 2, 3, 4, and 5 per attached Change Order Proposal Log

The original (Contract Sum) (Guaranteed Maximum Price) was \$ 1,760,000.00

The net change by previously authorized Change Orders s______NA

The (Gontract-Sum) (Guaranteed Maximum Price) prior to this Change Order was s 1,760,000.00

The (Gontreet Sum) (Guaranteed Maximum Price) will be (increased) (decreased)

(unchanged) by this Change Order in the amount of \$ 4,623.00

The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be s $\underline{1,764,623}$. 00

The Contract Time will be (increased) (decreased) (unchanged) by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is June 3, 2001

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive for which the cost or time are in dispute as described in Subparagraph 7.3.9 of AIA Document A201.

Not valid until signed by the Architect, Contractor and Owner.

Jensen Yorba Lott Northwest Const.

ARCHITECT (Typed name)

Norm Riley

Nov. 15, 2000

Sam Peters

CONTRACTOR (Typed name)

Nov. 15, 2000

Huna Totem

OWNER (Typed name)

Robert Smith

Nov. 15, 2000 DATE

The American Institute of Architects 1735 New York Avenue, N.W. Washington, D.C. 20006-5292

AIA DOCUMENT G701-2000

D 2000 A 1 A 50

CHANGE ORDER

© 2000 The American Institute of Architects. Reprodution of the material herein or substantial quotation of its provisions without permission of the AIA violates the copyright laws of the United States and will subject WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

Change Order Process

- Time is of the essence
 - Usually takes a long time until authorization
 - All paperwork must be executed promptly and accurately
- Changes can be initiated by any party involved
- If the owner and the designer disagree with the change order proposal submitted by the contractor
 - Contractor options:
 - Revise the proposal
 - Withdraw the proposal
 - Pursue the proposal as submitted: Change proposal becomes a claim *But the contractor continuously works and the owner should pay.

Change Order Process

- Construction Change
 Directive (CCD)
 - Written notice directing work change before a written change order
 - Used to keep work going
 - Clearly describes additional work
 - Specifies a payment method

CONSTRUCTION CHANGE DIRECTIVE	CO	VNER INSTRUCTION MANAGER CHITECT	0
CONSTRUCTION MANAGER-ADVISE	REDITION	INTRACTOR	
A DOCUMENT G714/CMa FIELD structions on reverse side) OTHS			0
ROJECT:		RECTIVE NO.:	
NOTICE 1: Name and address)			
	DA	TE:	
O CONTRACTOR:	PR	OJECT NOS.:	
Same and address)	cc	ONTRACT FOR:	
	CC	ONTRACT DATE:	
ou are hereby directed to make the fo	ollowing change(s) in this Contra	ict:	
		1	
	^		
		<u>/</u>	
PROPOSED AD.	USTMENTS	Signature by the Con	stractor indicates the st with the proposed or Sum and Contract Construction Change
. The proposed basis of adjustment to th	Concert Stand Charanteed	Contractor's agreemer adjustments in Contra	nt with the proposed ct Sum and Contract
Maximum Price is:	DI Draw	Time set forth in this of Directive.	Construction Change
Lump Sum (increase) (decrease)	150		
Unix Price of \$) -	CONTRACTOR	-
_		Address	
as provided in Subparagraph 7.3.6 of	AIA Document A20UCMa, 1992 editio	п	
☐ as follows:		BY	
. The Contract Time is proposed to (be a	djusted) (remain unchanged). The	DATE	1
proposed adjustment, if any, is (an incre			
of days).			
When signed by the Owner, Construction 1	fanager and Architect and received b	w the Contractor this docum	
MMEDIATELY as a Construction Change I	•		
PWNER	CONSTRUCTION MANAGER	ARCHITECT	
ddress	Address	Address	
Υ	BY	ву	
DATE	DATE	DATE	
	se an original AIA document	which has this caution	n printed in red

Documentation of Changes

- Files should be established for every change
 - Defined by COP: Includes all relevant documentation
 - Several change orders may be processing at the same time
 - Important to track proposals and orders
 - Change order log is used for recording

NORTHWEST CONSTRUCTION COMPANY 1242 First Avenue, Cascade, Washington 98202 (206) 239-1422 CHANGE ORDER PROPOSAL LOG Project No.: 9821 Project Name: Huna Office Building Project Manager: Ted Jones								
Originating Document	Description	Originating Date	COP Date	Amount Requested	Date Approved	Approved Amount	CO No.	Comments
CCD #1	Permit documents	8/15/00	9/1/00	0	9/1/00	0	1	No impact
	Over excavation for footings	9/15/00	10/1/00	1,500	10/10/00	1,250	1	
FQ #1/CCD #2	Pipe chase	10/12/00	10/27/00	4,351	11/1/00	4,351	1	in process
Submittal	Column rebar change	10/12/00	10/15/00	222	11/15/00	222	1	
Submittal	Carpet manufacture change	10/12/00	11/1/00	-1,200	11/1/00	-1,200	1	
	Toilet accessory backing	11/1/00	11/15/00	475	NA	NA	NA	Rejected
FQ #3	Beam and duct conflict	11/1/00						
CCD #3	Low voltage light controls	11/15/00	12/1/00	3,500	12/1/00	3,600	2	
	Originating Document CCD #1 FQ #1/CCD #2 Submittal Submittal	Project No.: 9821 Project Originating Document Description CCD #1 Permit documents Over excavation for footings FQ #1/CCD #2 Pipe chase Submittal Column rebar change Submittal Carpet manufacture change Toilet accessory backing FQ #3 Beam and duct conflict	Project No.: 9821 Project Name: Huna Conginating Document Description Originating Date CCD #1 Permit documents 8/15/00 Over excavation for footings 9/15/00 FQ #1/CCD #2 Pipe chase 10/12/00 Submittal Column rebar change 10/12/00 Submittal Carpet manufacture change 10/12/00 Toilet accessory backing 11/1/00 FQ #3 Beam and duct conflict 11/1/00	Project No.: 9821 Project Name: Huna Office Buildi Originating Document Description Originating Date COP Date CCD #1 Permit documents 8/15/00 9/1/00 Over excavation for footings 9/15/00 10/1/00 FQ #1/CCD #2 Pipe chase 10/12/00 10/27/00 Submittal Column rebar change 10/12/00 10/15/00 Submittal Carpet manufacture change 10/12/00 11/1/00 Toilet accessory backing 11/1/00 11/15/00 FQ #3 Beam and duct conflict 11/1/00	Originating Document Description Originating Date COP Date Amount Requested CCD #1 Permit documents 8/15/00 9/1/00 0 Over excavation for footings 9/15/00 10/1/00 1,500 FQ #1/CCD #2 Pipe chase 10/12/00 10/27/00 4,351 Submittal Column rebar change 10/12/00 10/15/00 222 Submittal Carpet manufacture change 10/12/00 11/11/00 -1,200 Toilet accessory backing 11/11/00 11/15/00 475 FQ #3 Beam and duct conflict 11/11/00 11/10/00	Originating Document Description Originating Date COP Date Amount Requested Date Approved CCD #1 Permit documents 8/15/00 9/1/00 0 9/1/00 Over excavation for footings 9/15/00 10/1/00 1,500 10/10/00 FQ #1/CCD #2 Pipe chase 10/12/00 10/27/00 4,351 11/1/00 Submittal Column rebar change 10/12/00 10/15/00 222 11/15/00 Submittal Carpet manufacture change 10/12/00 11/11/00 -1,200 11/1/00 Toilet accessory backing 11/11/00 11/15/00 475 NA FQ #3 Beam and duct conflict 11/11/00 11/11/00 11/11/00	Originating Document Description Originating Date COP Date Amount Requested Date Approved Amount CCD #1 Permit documents 8/15/00 9/1/00 0 9/1/00 0 Over excavation for footings 9/15/00 10/1/00 1,500 10/10/00 1,250 FQ #1/CCD #2 Pipe chase 10/12/00 10/27/00 4,351 11/11/00 4,351 Submittal Column rebar change 10/12/00 10/15/00 222 11/15/00 222 Submittal Carpet manufacture change 10/12/00 11/1/00 -1,200 11/1/00 -1,200 Toilet accessory backing 11/1/100 11/15/00 475 NA NA FQ #3 Beam and duct conflict 11/1/100 11/15/00 -1,200 -1,200	Originating Document Description Originating Date COP Date Amount Requested Date Approved Amount Approved Amount CO No. CCD #1 Permit documents 8/15/00 9/1/00 0 9/1/00 0 1 Over excavation for footings 9/15/00 10/1/00 1,500 10/10/00 1,250 1 FQ #1/CCD #2 Pipe chase 10/12/00 10/27/00 4,351 11/11/00 4,351 1 Submittal Column rebar change 10/12/00 10/15/00 222 11/15/00 222 1 Submittal Carpet manufacture change 10/12/00 11/11/00 -1,200 11/1/00 -1,200 1 Toilet accessory backing 11/11/00 11/15/00 475 NA NA NA FQ #3 Beam and duct conflict 11/11/00 11/100 11/100 10/100 10/100 10/100 10/100

Week 11 Project Closeout

457.307 Construction Planning and Management

Department of Civil and Environmental Engineering Seoul National University

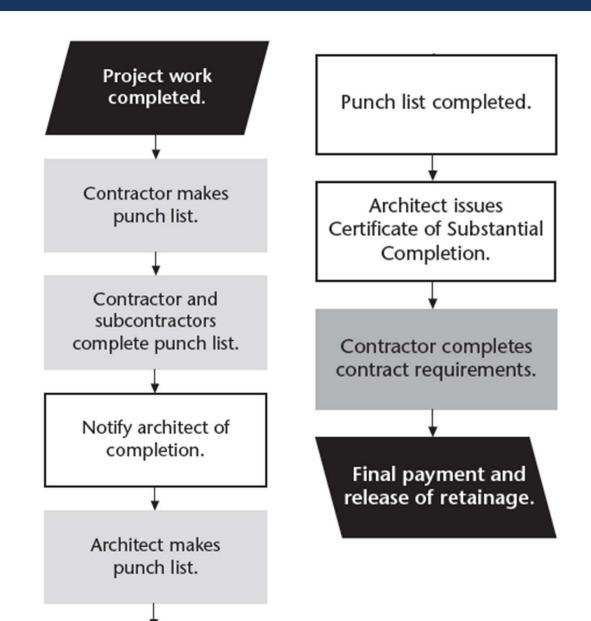
Prof. Seokho Chi

<u>shchi@snu.ac.kr</u> 건설환경공학부 35동 304호

Project Closeout

- Process of completing a construction project
 - Contractual requirements, approvals, financial resolution, and documentation
 - Minor details
 - Late material and equipment delivery
 - Replacement of defective materials, equipment, etc.
 - Repairs
 - Testing and approval of building/infrastructure systems

Closeout Process











Punch List

- A sheet of paper posted on each door or in every room
- Managed by a log form

ROOM 1065 OFFICE POSTED 6/27/10

Item	Gen. Cont. Complete	Architect Approval	Remarks
Rubber base	6/29/10	7/5/10 #DA	
Replace defective faucet @ sink	6/30/10	7/6/10	
Install Folding Door			Delivery scheduled for 7/10/10
Replace cracked outlet plate	6/29/10	7/6/10 g_235	
Touch-up paint, west wall	6/29/10		Net acceptable 7/5/10 ADG

Location	Item	_	Complet Date				Remarks
General	Final clean	XYZ	7/5/10			ALS	
General	New filters	ABC Mech.	7/6/10	RTZ	7/10/10	ALS	
General	Waste Rem.	XYZ	7/6/10	RTZ	7/10/10	ALS	
West Ext.	Splash block	XYZ	7/6/10	RTZ	7/10/10	ALS	
West Ext.	Caulking	A-1 Sealants	7/9/10	RTZ	7/10/10	ALS	
North Ext.	Paint Coping	Steve's Painting	7/9/10	RTZ	7/10/10	ALS	
East Ext.	Ovhd. door	Doors, Inc.					Scheduled: 7/13/10
	General General West Ext. West Ext. North Ext.	General Final clean General New filters General Waste Rem. West Ext. Splash block West Ext. Caulking North Ext. Paint Coping	LocationItemResponseGeneralFinal cleanXYZGeneralNew filtersABC Mech.GeneralWaste Rem.XYZWest Ext.Splash blockXYZWest Ext.CaulkingA-1 SealantsNorth Ext.Paint CopingSteve's Painting	LocationItemResponseDateGeneralFinal cleanXYZ7/5/10GeneralNew filtersABC Mech.7/6/10GeneralWaste Rem.XYZ7/6/10West Ext.Splash blockXYZ7/6/10West Ext.CaulkingA-1 Sealants7/9/10North Ext.Paint CopingSteve's Painting7/9/10	General Final clean XYZ 7/5/10 RTZ General New filters ABC Mech. 7/6/10 RTZ General Waste Rem. XYZ 7/6/10 RTZ West Ext. Splash block XYZ 7/6/10 RTZ West Ext. Caulking A-1 Sealants 7/9/10 RTZ North Ext. Paint Coping Steve's Painting 7/9/10 RTZ	LocationItemResponseDateInitDateGeneralFinal cleanXYZ7/5/10RTZ7/10/10GeneralNew filtersABC Mech.7/6/10RTZ7/10/10GeneralWaste Rem.XYZ7/6/10RTZ7/10/10West Ext.Splash blockXYZ7/6/10RTZ7/10/10West Ext.CaulkingA-1 Sealants7/9/10RTZ7/10/10North Ext.Paint CopingSteve's Painting7/9/10RTZ7/10/10	LocationItemResponseDateInitDateByGeneralFinal cleanXYZ7/5/10RTZ7/10/10ALSGeneralNew filtersABC Mech.7/6/10RTZ7/10/10ALSGeneralWaste Rem.XYZ7/6/10RTZ7/10/10ALSWest Ext.Splash blockXYZ7/6/10RTZ7/10/10ALSWest Ext.CaulkingA-1 Sealants7/9/10RTZ7/10/10ALSNorth Ext.Paint CopingSteve's Painting7/9/10RTZ7/10/10ALS

Certificate of Substantial Completion

 Point when the designer has determined that the facility or a portion of the facility is acceptable for owner use and occupancy

Contents

- Project identification
- Description of the project completed
- Definition of substantial completion
- List of remaining responsibilities
- List of warranty dates
- Signature
- List of agreements

Inspection

• Final inspection must be issued prior to the owner occupying the facility

• Inspection agencies

- Plumbing
- Electrical
- HVAC equipment
- Elevator
- Public works (for roads)
- Planning compliance
- Fire protection systems

- Fire alarm
- Environmental/storm water drainage
- Health department: sewage systems
- ADA (the American with Disabilities Act)
 requirements: handicapped
 access

System Testing and Documentation

- Building systems are tested for compliance to specifications
 - Mechanical and electrical
- Information to be documented
 - Date and location of test
 - System or equipment tested
 - Method of testing
 - Results of the test
 - Witnesses to the test,
 signed by each

Test	System	Date	Method	Results	Tested by	Witnessed
Fire Protect.	Fire Alarm, Fire Sprinkler	6/3/10	Alarm, Smoke	ок	John Smith Fire Marshall	JLS
Plumbing Vents, Drains	Plumbing	3/23/10	Hydrostatic Pressure	ок	Fred Johnson Plumbing Inspector	983
Pumps	Plumbing, Fire Sprinkler	5/2/10	Pressure, Flow	ок	Ole Olsen Pump Rep.	00
Fans	HVAC	5/10/10	Speed, Blade angle	ок	N.T. Jones Fan Rep.	NTA
Temperature Controls	HVAC	5/13/10	Calibration, computer chk	ОК	R.T. Andrews Temp. Cont. Rep.	RTA
Elevator	Elevator	4/2/10 5/8/10	Complete	No OK	O. McCarthy State Elevator Inspector	ОЗМ

O&M manuals