

## Why We Did This Audit

By providing required commissioning documentation and training, PBC can give its clients the knowledge they need to maintain government buildings and assure the public that these structures are safe and economical. We sought to determine if PBC ensures all required commissioning and equipment documentation is developed and provided to clients in accordance with the Chicago Energy Conservation Code.

## Background

Building commissioning is a construction quality assurance process mandated by the Municipal Code that helps buildings meet their owners' operational needs. The Chicago Energy Conservation Code requires that some public buildings undergo this process. As manager for many local government construction projects, PBC must ensure that buildings are properly commissioned.

*We thank PBC staff and management for their cooperation during the audit.*



## AUDIT OF THE PUBLIC BUILDING COMMISSION'S (PBC) ADMINISTRATION OF BUILDING COMMISSIONING

OIG concluded that although PBC's projects had most of the required commissioning documentation and building maintenance staff were trained on commissioned equipment, PBC should do more to ensure its clients receive this documentation as it becomes available, including training materials necessary to preserve institutional knowledge.

## Finding

OIG found that commissioning teams created reasonably complete documentation for four of the five projects we reviewed. However, this commissioning documentation was not always accessible to building maintenance staff. PBC stated that building maintenance staff at two projects received the required documentation electronically and that staff at the other three projects received hard copies. Despite this, building maintenance staff from all five projects stated they were still waiting for complete commissioning documents. Staff also stated that they attended trainings they believed were adequate to operate and maintain their buildings' systems.

## Recommendations

OIG recommends that PBC define, document, and implement a process for ensuring that all projects subject to the Chicago Energy Conservation Code are fully commissioned, collecting all required commissioning documentation, and providing each document to the client agency within its specified time frame. We also recommend that PBC follow up with building maintenance staff at recently commissioned projects and ensure they can access the commissioning documentation they need.

## PBC Response

In response, PBC stated that it will work to ensure its contract documents define all project requirements and due dates, and will track their delivery. PBC will advise its clients of the Chicago Energy Conservation Code's commissioning requirements, ensure commissioning documents are provided within the specified time frames, and ensure staff at client agencies have access to these documents through its electronic project management information system. PBC will also ensure that relevant maintenance staff are included in its warranty walk-throughs and will work with clients to resolve building-specific issues that maintenance staff have identified.