

## **Schedule 3D**

### **HAND-OFF/COMPLETION PHASE COMMISSIONING REPORT MINIMUM REQUIREMENTS**

The Hand-off/Completion Phase Commissioning Report shall contain:

- 1) Data from the Data Points over the next following Monitoring Period after the implementation of the Minor Measures and Major Measures, extrapolated to reflect yearly consumption and adjusted for use, load, occupancy and weather;
- 2) Actual electricity savings (“Hand-off/Completion Phase Energy Savings”) which shall be calculated as Baseline Electricity Consumption less actual yearly electricity consumption extrapolated from data collected at the Data Points over the next following Monitoring Period after the implementation of the Minor Measures and Major Measures, as adjusted for use, load, occupancy and weather;
- 3) Actual demand savings from (“Hand-off/Completion Phase Demand Savings”) which shall be calculated as Baseline Peak Demand less actual peak demand extrapolated from data collected at the Data Points over the next following Monitoring Period after the implementation of the Minor Measures and Major Measures, as adjusted for use, load, occupancy and weather;
- 4) a description of the training and documentation that was provided to building operators and contractors by the Participant or its Commissioning Agent.