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Hyperscale Commissioning Readiness Scorecard

ASSESS YOUR TURNOVER READINESS BEFORE IT IMPACTS YOUR SCHEDULE

How to Use This Scorecard

Rate each item on a scale of 1-5 based on current project status:

5 / COMPLETE	4 / NEARLY DONE	3 / IN PROGRESS	2 / BEHIND	1 / NOT STARTED
Fully ready, documented, and verified	90%+ ready, minor items remaining	50-75% complete, on track but needs attention	25-50% complete, at risk	<25% complete, critical risk

Scoring is weighted by category importance to overall commissioning success.

Systems Integration Readiness (Weight: 30%)

1. **MEP SYSTEMS COORDINATION** — SCORE

   Are mechanical, electrical, and plumbing systems fully integrated with documented interface points and no conflicts?

   ______ /5 X 0.10 = ______

2. **CONTROL SYSTEMS INTEGRATION**

   Are all building automation, fire safety, and security systems communicating properly with documented sequences of operation?

   ______ /5 X 0.10 = ______

3. **POWER AND COOLING COORDINATION**

   Are power distribution and cooling systems integrated and tested together (not separately) with load balancing verified?

   ______ /5 X 0.10 = ______

SYSTEMS INTEGRATION SUBTOTAL: ______________ /1.50

Documentation Completeness (Weight: 25%)

4. **OPERATIONS & MAINTENANCE MANUALS** — SCORE

   Are complete O&M manuals available for all systems, including vendor contact information and warranty details?

   ______ /5 X 0.08 = ______

5. **AS-BUILT DRAWINGS**

   Are accurate as-built drawings completed and verified, including all field changes and final equipment locations?

   ______ /5 X 0.09 = ______

Documentation Completeness Continued (Weight: 25%)

6. WARRANTY DOCUMENTATION **SCORE**

Are all warranty documents collected, organized, and ready for turnover with clear expiration dates and claim procedures?

_______ /5 X 0.08 = _______

DOCUMENTATION COMPLETENESS SUBTOTAL: _______________ /1.25

Performance Verification Status (Weight: 25%)

7. INDIVIDUAL SYSTEM TESTING **SCORE**

Have all individual systems been tested and passed their performance criteria independently?

_______ /5 X 0.08 = _______

8. INTEGRATED SYSTEMS TESTING

Have all systems been tested together under full load conditions with successful performance verification?

_______ /5 X 0.09 = _______

9. EMERGENCY SYSTEMS TESTING

Have all emergency and backup systems been tested, including power transfer, fire suppression, and emergency cooling?

_______ /5 X 0.08 = _______

PERFORMANCE VERIFICATION SUBTOTAL: _______________ /1.25

Operational Handoff Preparation (Weight: 20%)

10. OPERATIONS TEAM TRAINING **SCORE**

Has the client's operations team been trained on all systems with documented training completion?

_______ /5 X 0.07 = _______

11. OPERATIONAL PROCEDURES

Are written operational procedures complete for startup, shutdown, emergency response, and routine maintenance?

_______ /5 X 0.07 = _______

12. VENDOR SUPPORT TRANSITION

Are vendor support agreements in place with clear escalation procedures and response time commitments?

_______ /5 X 0.06 = _______

OPERATIONAL HANDOFF SUBTOTAL: _______________ /1.00

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Overall Readiness Assessment

Total Score

TOTAL WEIGHTED SCORE: ________________ **/5.00**

COMMISSIONING READINESS PERCENTAGE: ________________ **%** *(Total score x20)*

Readiness Status

100-90% (5.0-4.5)	89-80% (4.4-4.0)	79-70% (3.9-3.5)	69-60% (3.4-3.0)	BELOW 60% (<3.0)
Ready for Turnover	**Nearly Ready**	**Moderate Risk**	**High Risk**	**Critical Risk**
Systems are ready for commissioning with minimal risk of delays	Good progress, address remaining items within 2 weeks	Significant work remaining, potential for 1-2-week delay	Major gaps present, likely 2-4-week delay without immediate action	Substantial commissioning delays likely, requires immediate intervention

Priority Action Areas

IMMEDIATE ACTIONS (SCORES 1-2)

Focus resources on these critical gaps first:

ITEM # ________ **:** ________________________________

ITEM # ________ **:** ________________________________

NEAR-TERM ACTIONS (SCORES 3)

Address within 2 weeks:

ITEM # ________ **:** ________________________________

ITEM # ________ **:** ________________________________

Category Analysis

LOWEST SCORING CATEGORY: ____

Recommended focus: Address this category first to improve overall readiness

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Cost Impact Estimation

POTENTIAL DELAY RISK: ____________ days *(based on readiness percentage)*

POTENTIAL DAILY DELAY COST: $______________ *(from ebook cost calculator)*

TOTAL AT-RISK VALUE: $______________ *(days × daily cost)*

ROI of Addressing Gaps: Addressing coordination gaps now vs. managing delays later

Next Steps

1. **Address Critical Items** (Scores 1-2) within 1 week
2. **Develop Action Plan** for medium-priority items
3. **Schedule Follow-Up Assessment** in 2 weeks
4. **Coordinate with All Trades** to ensure alignment on priorities

Need commissioning coordination support?

Contact us to discuss embedded commissioning specialists who can accelerate your readiness.

SCHEDULE YOUR STRATEGY SESSION →

or visit **onpoint-us.com** to get in touch