	Description	N/A	\checkmark	Notes
1.	Appoint an owner's commissioning agent.			
2.	Develop a maintenance and facility management plan.			
3.	Develop final environmental impact management plan.			
4.	Develop lease instruments that contain incentives for tenants to operate the space efficiently.			
5.	Train building staff to operate equipment efficiently.			
6.	Prepare and submit a Project Completion Report.			