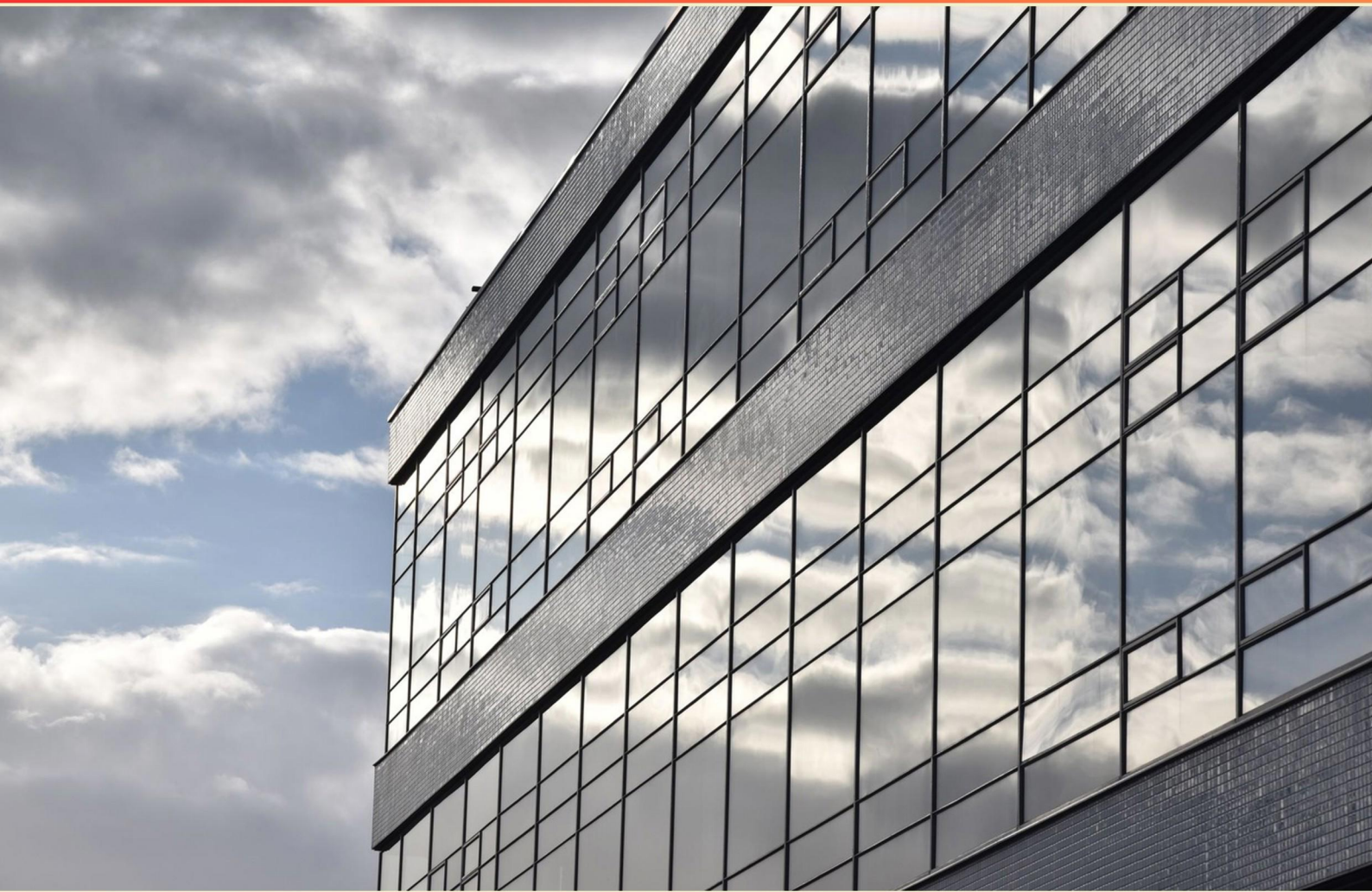


ASHRAE BUILDING COMMISSIONING PROFESSIONAL (BCXP) CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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1. What should an Issues Log track in Cx?

- A. Equipment warranties, budget, milestones, and weather impacts.
- B. Nonconformances, actions, responsibilities, status, and closure dates.
- C. Design intent and regulatory approvals only.
- D. Contractor invoicing and payment status.

2. Existing building commissioning process is best described as?

- A. A quality-focused process for attaining the CFR of an existing facility and its systems and assemblies, focusing on planning, investigating, implementing, verifying, and documenting that the facility and its systems are operated and maintained to meet CFR, with a program to maintain enhancements for the remaining life.
- B. A process for new building design only.
- C. An energy audit with no verification.
- D. A process to replace all equipment.

3. Which items are typical acceptance criteria for HVAC performance verification?

- A. Design setpoints, allowable temperature/humidity ranges, air changes per hour, CO2 levels, and energy usage thresholds.
- B. Contractor vacation schedule, parking allocation, and lunch breaks.
- C. Weather data for past year.
- D. Roof material specifications.

4. In the Occupancy and Operations Phase, which outcome is achieved from the start of occupation?

- A. Improves performance (IAQ, comfort, energy) from start of occupation
- B. Has fewer contractor call backs
- C. Reduces amount of troubleshooting
- D. Verifies documentation submittals

5. Expansion tank serves what purpose?

- A. A fully filled tank used to prevent cavitation.
- B. A partially filled tank for accommodation of volume expansion of a fluid, typically water.
- C. A storage tank for potable water.
- D. A device to dampen pressure fluctuations in piping using air.

- 6. In commissioning, which party is primarily responsible for performing and documenting tests when in their scope?**
- A. Architect and Engineers
 - B. Trade Contractors
 - C. CxA
 - D. Building Owner
- 7. In the Construction Phase, which activity improves installation quality?**
- A. Increases accountability in submittal process, leading to higher-quality installation
 - B. Provides performance accountability through construction observation, issue management, and testing
 - C. Documents verification of system and assembly performance
 - D. Verifies training completion
- 8. In what units are NPSH values expressed?**
- A. Head in units of feet (kPa) (correct)
 - B. Seconds
 - C. Meters of water
 - D. Degrees Celsius
- 9. Training Plan is defined as which of the following?**
- A. A Budget For Training Only
 - B. A Written Document That Details The Expectations, Schedule, Budget, And Deliverables Of Commissioning Process Activities Related To Training Of Project Operating And Maintenance Personnel, Users, And Occupants
 - C. A List Of Training Providers
 - D. A Daily Training Log
- 10. What is submittal review, and why is it important in Cx?**
- A. Operational training manuals only.
 - B. Review of supplier submittals for compliance with design and Cx requirements; ensures compatibility with OPR/BOD.
 - C. Choice of color scheme.
 - D. Review of contractor payroll.

Answers

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1. B
2. A
3. A
4. A
5. B
6. B
7. B
8. A
9. B
10. B

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Explanations

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1. What should an Issues Log track in Cx?

- A. Equipment warranties, budget, milestones, and weather impacts.
- B. Nonconformances, actions, responsibilities, status, and closure dates.**
- C. Design intent and regulatory approvals only.
- D. Contractor invoicing and payment status.

An Issues Log in commissioning is a living record of problems found during the process and how they are addressed. The best answer captures nonconformances, the actions required to fix them, who is responsible, the current status, and the closure dates once the item is resolved. This structure keeps accountability clear, shows progress, and ensures nothing is forgotten before occupancy. It also provides an auditable trail that demonstrates issues were identified, assigned, resolved, and formally closed. Warranties, budget, milestones, and weather impacts belong to broader project management or risk planning rather than the specific function of tracking issue resolution. Design intent and regulatory approvals relate to planning and compliance, not the ongoing process of managing items that need correction. In short, the log is about what must be corrected, who will fix it, how it will be verified, and when it will be closed.

2. Existing building commissioning process is best described as?

- A. A quality-focused process for attaining the CFR of an existing facility and its systems and assemblies, focusing on planning, investigating, implementing, verifying, and documenting that the facility and its systems are operated and maintained to meet CFR, with a program to maintain enhancements for the remaining life.**
- B. A process for new building design only.
- C. An energy audit with no verification.
- D. A process to replace all equipment.

Existing building commissioning is a structured, quality-focused process applied to an operating building to ensure its systems perform to defined performance criteria and can be operated and maintained effectively for the remainder of the building's life. It guides activities in planning, investigating, implementing, verifying, and documenting, with the aim of confirming that the facility and its systems meet the required performance and that improvements are sustained through proper operations and ongoing enhancements. This isn't about design for a new building, nor is it just an energy audit without verification, and it isn't simply a program to replace equipment. It centers on validating and optimizing how the building performs in its current state and ensuring the investments in improvements deliver lasting benefits.

3. Which items are typical acceptance criteria for HVAC performance verification?

- A. Design setpoints, allowable temperature/humidity ranges, air changes per hour, CO2 levels, and energy usage thresholds.**
- B. Contractor vacation schedule, parking allocation, and lunch breaks.
- C. Weather data for past year.
- D. Roof material specifications.

Acceptance criteria for HVAC performance verification are the measurable operating parameters used to confirm the system performs as it was designed. The best choice reflects the key items that link system operation to design intent: design setpoints specify the target conditions the system should achieve; allowable temperature and humidity ranges outline the tolerance within which comfort and IAQ must be maintained; air changes per hour establish the minimum ventilation and mixing to dilute contaminants; CO2 levels serve as a practical indicator of whether ventilation is sufficient; and energy usage thresholds ensure the system meets efficiency expectations while delivering required cooling or heating. Together, these criteria provide objective checks during verification to show the system can operate under real conditions as intended. The other options include elements that are not related to HVAC performance verification, such as administrative schedules, irrelevant weather data, or roof material specs.

4. In the Occupancy and Operations Phase, which outcome is achieved from the start of occupation?

- A. Improves performance (IAQ, comfort, energy) from start of occupation**
- B. Has fewer contractor call backs
- C. Reduces amount of troubleshooting
- D. Verifies documentation submittals

From the moment occupancy begins, the focus is on delivering better building performance in real life—specifically in indoor air quality, occupant comfort, and energy use. By carrying commissioning activities into the Occupancy and Operations phase, you tune controls, validate setpoints, train the building team, and establish ongoing monitoring so the system behaves as intended from day one. This proactive approach means the space starts off performing closer to its design goals as users begin to occupy and use it. Fewer contractor callbacks, less troubleshooting, and verifying submittals are useful benefits, but they aren't the primary outcome you achieve immediately when the building is occupied. The key result is improved performance in IAQ, comfort, and energy from the start of occupancy.

5. Expansion tank serves what purpose?

- A. A fully filled tank used to prevent cavitation.
- B. A partially filled tank for accommodation of volume expansion of a fluid, typically water.**
- C. A storage tank for potable water.
- D. A device to dampen pressure fluctuations in piping using air.

In a closed heating or cooling system, water expands when heated, and there needs to be space for that extra volume. An expansion tank provides exactly that: a place for the expanding fluid to go so pressure stays within safe limits. The tank is kept partially filled with water and contains air (or a bladder/diaphragm that creates an air-water separation). As the water warms and expands, it pushes into the tank, compressing the air or moving the diaphragm, which absorbs the increased volume and keeps system pressure from spiking. This arrangement protects components, reduces pump cycling, and prevents relief valves from opening due to overpressure. While there is some dampening effect from the air cushion, the primary purpose is to accommodate volume expansion of the fluid, not to store potable water. A fully filled tank would have no expansion space, so that option wouldn't work.

6. In commissioning, which party is primarily responsible for performing and documenting tests when in their scope?

- A. Architect and Engineers
- B. Trade Contractors**
- C. CxA
- D. Building Owner

Testing and documenting the work actually done in the field falls to the party responsible for installing that part of the system. Trade contractors perform the functional and validation tests for their equipment or scope, and they compile the test results into reports and commissioning records. They're the ones who verify that their installations operate correctly, meet specs, and document the outcomes so the overall commissioning process has traceable evidence. The commissioning authority coordinates and may witness these tests, but the primary execution and documentation come from the trades responsible for the equipment. Architects and engineers provide the design and acceptance criteria, while the building owner defines needs and requirements but does not typically perform the field testing.

7. In the Construction Phase, which activity improves installation quality?

- A. Increases accountability in submittal process, leading to higher-quality installation
- B. Provides performance accountability through construction observation, issue management, and testing**
- C. Documents verification of system and assembly performance
- D. Verifies training completion

During the Construction Phase, improving installation quality comes from actively creating performance accountability through construction observation, issue management, and testing. Observation provides ongoing, real-time checks of workmanship, alignment with design intent, and adherence to specifications, so problems can be spotted as they arise. Issue management ensures any nonconformities are logged, assigned, tracked, and resolved, preventing small flaws from becoming systemic gaps. Testing, including functional and performance tests, verifies that the installed systems actually meet the required criteria before handover. Together, these activities keep the work aligned with the project's performance goals and drive higher-quality installations. Submittals, verification documents, and training support quality and readiness but don't drive the live, in-field improvement as directly during construction.

8. In what units are NPSH values expressed?

- A. Head in units of feed (kPa) (correct)**
- B. Seconds
- C. Meters of water
- D. Degrees Celsius

Net Positive Suction Head is an energy-like quantity that tells you how much pressure head is available on the pump's suction. Because it's a head, its units reflect a height of liquid rather than a time, temperature, or pure mass measure. In practice, NPSH is given as a head unit, such as meters of water, but it can also be represented as a pressure head in kilopascals (kPa) since pressure head and height are directly related by the liquid's density and gravity. The key idea is that NPSH expresses "how tall of a column" would produce the necessary suction pressure, not a time or temperature. So expressing it as head, including the option using kPa as a pressure-head unit, aligns with how NPSH is defined.

9. Training Plan is defined as which of the following?

- A. A Budget For Training Only
- B. A Written Document That Details The Expectations, Schedule, Budget, And Deliverables Of Commissioning Process Activities Related To Training Of Project Operating And Maintenance Personnel, Users, And Occupants**
- C. A List Of Training Providers
- D. A Daily Training Log

Training planning is a formal, written plan that specifies who will be trained, what they will learn, when the training will occur, the resources and budget allocated, and the deliverables that will result from the training activities. This ensures that project operating and maintenance personnel, users, and occupants understand how the new systems should be operated and maintained, and that training is integrated with the commissioning process and project milestones. This approach is broader and more useful than just budgeting, because it ties training to schedules, expectations, and measurable deliverables, ensuring accountability and readiness before and after occupancy. It isn't simply a list of training providers or a daily training log, which serve narrower purposes—one points to external resources, and the other records training activity rather than planning it.

10. What is submittal review, and why is it important in Cx?

- A. Operational training manuals only.
- B. Review of supplier submittals for compliance with design and Cx requirements; ensures compatibility with OPR/BOD.**
- C. Choice of color scheme.
- D. Review of contractor payroll.

Submittal review is the process of checking supplier submittals—shop drawings, product data, samples, warranties, and operation and maintenance manuals—to confirm they meet the project design and commissioning requirements and align with the Owner's Project Requirements and the Basis of Design. This review happens before and during construction so any issues that could affect performance, compatibility, or operability are caught early. By ensuring that proposed equipment and materials conform to the design intent and that the documentation needed for commissioning and ongoing operation is complete, submittal review supports a smooth start-up, proper integration with other systems, and a verifiable path from design to handover. The focus on compatibility with the OPR and BOD is what makes this best: it ties every submittal back to what the project was intended to achieve and what the commissioning process will verify. Other options miss the broader, design- and Cx-aligned scope of submittals, focusing on items like training manuals only, cosmetic choices, or unrelated administrative tasks.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://ashraebcp.examzify.com>

We wish you the very best on your exam journey. You've got this!

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