

Building Management System

Last Issue Date: 12/09/2017		Type Of Service				
Activity		A	B	C	D	E
1	Check hard disc drive capacity and perform database back up to both hard disc and CD & archive CD data (for systems with workstations).		Y		Y	
2	Check, record and if necessary reset: a) Set points including room temperatures and where applicable relative humidity and CO2. b) Dead bands (tolerances). c) Overrides. d) Time and holiday schedules. e) Optimised heating and cooling start/stop times. f) Early morning warm-up. g) Economy cycle (where present).				Y	
3	Check response of all controlled plant to manually issued commands from the central workstation or portable interfaces.				Y	
4	Check & report all software and system programming for current compliance with manufacturer's recommendations and current control requirements.				Y	
5	Check and record run times of air handlers and reset if necessary.				Y	
6	Check historical trend and event logs including alarms.				Y	
7	Check BMS displays are indicating correctly.				Y	
8	Energy Efficiency: a) Check and record energy and water consumption (where metering and / or BMS system makes it possible). b) Where BMS system has the capability ensure control settings deliver comfort conditions and provide energy efficient operation of the plant.				Y	
9	SITE SPECIFIC ACTIVITIES (where applicable): Specific servicing activities and frequencies depend on site requirements.			Y		
10	Perform software back-up every 3 months or when software modifications are made.			Y	Y	
11	Check on site for the up to date functional description, including the points list. If none is present, create one and store on site where directed by the agencies representative.				Y	
12	Record results in the log book and provide a written report detailing any faults and recommendations.		Y	Y	Y	

Disclaimer -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Download Date: 04/11/2021

Special Comments and Technical Data

B SERVICE MONTHLY (INCLUSION DEPENDS ON SITE REQUIREMENTS)

C SERVICE 3-12 MONTHS DEPENDING ON SITE REQUIREMENTS.

D SERVICE ANNUAL

ASSOCIATED SERVICES ME160, ME161, ME82, ME80A.

ROOM TEMPERATURE SET POINT CHANGES TO BE MADE WITH CLIENT APPROVAL.

NOTE: SITE SPECIFIC SERVICING ACTIVITIES AND FREQUENCIES MAY BE ADDITIONAL TO THE OTHER SERVICES COVERED IN THIS TDS OR IN PLACE OF THEM.

Disclaimer -This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia
Department of Planning,
Transport and Infrastructure

Download Date: 04/11/2021

2 of 3

Conditions of Use

A TDS should be used as a generic guide for Facilities Management Service Providers (FMSP) to deliver Facilities Maintenance Services, specifically Preventative Maintenance in accordance with the DPTI [Agency Work Procedure Manual](#).

Users of a TDS should familiarise themselves with the following **Conditions of Use**:

1. You use the information and data contained in any TDS published by DPTI at your sole risk. DPTI-AGFMA does not have the expertise to provide complete or accurate technical data schedules and provides these technical data sheets merely as a starting point and/or guide.
2. If you rely on the information in a TDS you are responsible for ensuring, by independent verification, its accuracy, currency and completeness. DPTI cannot guarantee that the information contained in a TDS meets the standards or requirements of legislative requirements.
3. A TDS is not an exhaustive list of tasks or obligations that may be required and is generally generic in nature. DPTI does not oblige the user of a TDS to rely on it to the exclusion of other sources of information. For example, manufacturer's requirements may need to be followed for additional and / or alternative tasks and for additional and / or alternative servicing frequencies. You should always check the primary source of information such as the Australian Standards, manufacturer's specifications, legislation and other standards before undertaking any work to which a schedule may apply.
4. You must apply appropriate risk management principles and carry out all tasks in accordance with obligations under the [Work Health and Safety Act 2012](#).
5. You must not use a TDS unless you meet the specific competency requirements for preventative maintenance servicing works and are capable of applying the TDS to your trade or area of expertise. A TDS is only to be used by people who are specifically instructed by DPTI to use them and only for work undertaken in South Australia.
6. DPTI, its agents, instrumentalities, officers and employees make no representations, express or implied, as to the accuracy of the information, the data contained in a TDS or the suitability of a TDS for a particular purpose.
7. DPTI does not provide legal advice. DPTI accepts no liability, howsoever arising, for any loss resulting from the use of a TDS and any information or data or reliance placed on them.
8. DPTI may change information and data in a TDS without notice.
9. DPTI may revise this disclaimer at any time by updating these Conditions of Use.