

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

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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.

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