

Building Management System (Duplicate 3)

Last Issue Date: 24/09/2015		Type Of Service				
Activity		A	B	C	D	E
1	Check hard disc drive capacity and perform data base back up to both hard disc and CD & archive CD data (for systems with work stations)		Y		Y	
2	Check, record and if necessary reset:- - set points including room temperatures and where applicable relative humidity and CO2. - dead bands (tolerances) - overrides - time and holiday schedules - optimised heating and cooling start/stop times - early morning warm-up - economy cycle (where present)				Y	
3	Check response of all controlled plant to manually issued commands from the central work station 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 - Check and record energy and water consumption (where metering and / or BMS system makes it possible). - Where BMS system has the capability ensure control settings deliver comfort conditions and provide energy efficient operation of the plant.				Y	
9	Record results in log book and provide written report detailing any faults and recommendations.		Y		Y	

**Special Comments and Technical Data**

B SERVICE MONTHLY (INCLUSION DEPENDS ON SITE REQUIREMENTS)  
D SERVICE ANNUAL

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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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