

Process for Automated Energy Management (AEM) Commissioning of New Systems

Updated: September 26, 2017

PURPOSE:

To describe the process of installing, upgrading, expanding or replacing an automated energy management (AEM) system.

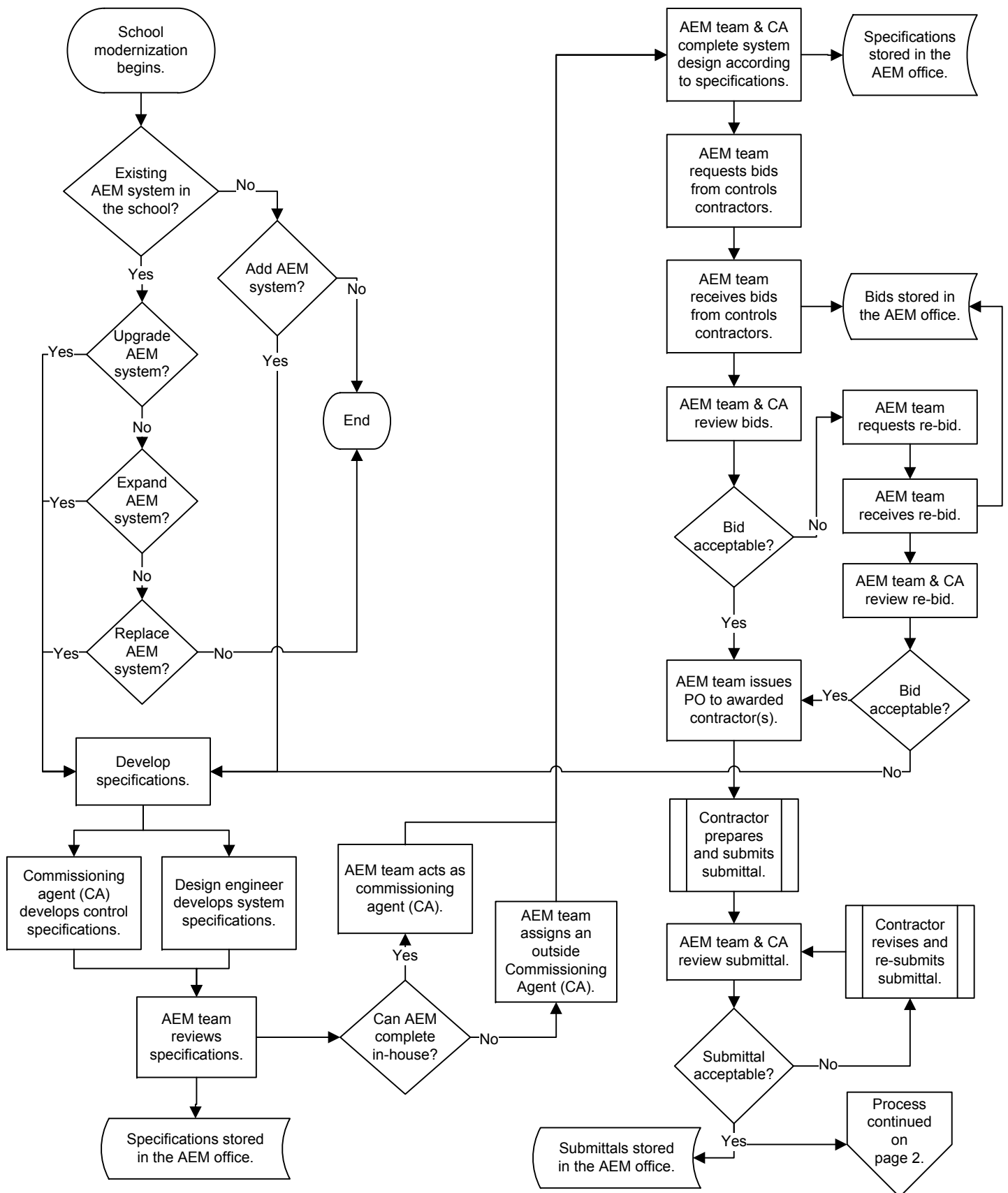
PROCESS SUMMARY:

- When a school modernization begins, the AEM team will decide whether an AEM system should be installed or if the existing system should be upgraded, expanded or replaced. If so, specifications are developed.
- If the AEM team can complete in-house, they will act as the commissioning agent (CA). If not, an outside CA will be hired.
- AEM team and CA complete the system design.
- AEM team requests bids from contractors. Bids are received and reviewed. A contractor is selected from the acceptable bids and then a purchase order is issued.
- Upon receipt of the purchase order, the contractor submits a submittal, which is reviewed by the AEM team and CA and resubmitted as required. Once approved, the contractor begins the installation.
- Throughout the installation, inspections are completed at phased intervals. If the contractor fails any of the inspections, they are required to stop all work until the deficiencies are corrected and that inspection is passed.
- After all the work is completed, the contractor submits the appropriate heating or cooling trend report based on the time of year.
- CA reviews the trend report. If the report is unacceptable, the contractor will make the necessary adjustments and/or repairs and resubmit the appropriate trend report.
- After an acceptable trend report is received, the AEM team will complete a walk thru. If the walk thru is unacceptable, the contractor will make the necessary adjustments and/or repairs and repeat the trend report submission. Once the walk thru is completed successfully, the conditional warranty begins.
- The trend report and walk thru process is repeated until both the heating and cooling trend reports and both the heating and cooling walk thrus are acceptable within two consecutive seasons.
- After both trend reports and both walk thrus are acceptable, the full two year warranty begins.
- At the completion of the warranty, the CA completes a warranty punch out. If the punch out is unacceptable, the contractor will make the necessary adjustments and/or repairs and the punch out process will be repeated.
- Once the punch out is completed successfully, the process is complete.

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