



# Process for Automated Energy Management (AEM) Programming and Scheduling Operations

Updated: September 26, 2017

## **PURPOSE:**

To describe the process of programming and scheduling the automated energy management (AEM) (heating and cooling) systems within the schools.

## **PROCESS SUMMARY:**

- On a continual basis, the school and/or the Interagency Coordinating Board (ICB) provide special AEM system schedules to the AEM team for scheduling adjustments to meet after school activities and/or special school requirements.
- When schedule updates and/or revisions are required, the AEM team programs the updates and revisions to the schedule.
- After a new automated energy management (AEM) system is installed, the AEM team programs the mandated and system schedule.
- The AEM team reviews the programmed schedules and/or operational/mechanical issues, deficiencies and/or requirements. If everything is acceptable, the process ends.
- If there are issues with the schedule or requirements or if an issue is detected and reported by the school or the AEM team, the AEM team will complete a diagnosis on the system and determine who can resolve the issue.
  - If the AEM team can resolve the issue internally, they create an internal work order and complete the work. If contractor assistance is required, they hire and coordinate the work with a contractor.
  - If a maintenance depot can resolve the problem, the AEM team issues a work order to the appropriate depot and the depot completes the work.
  - If a school can complete the work, they complete a diagnosis and evaluation to confirm whether they can resolve the problem. If so, they complete the work. If not, they issue a work order to the appropriate depot and the depot completes the work.

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Page 1 of 1

