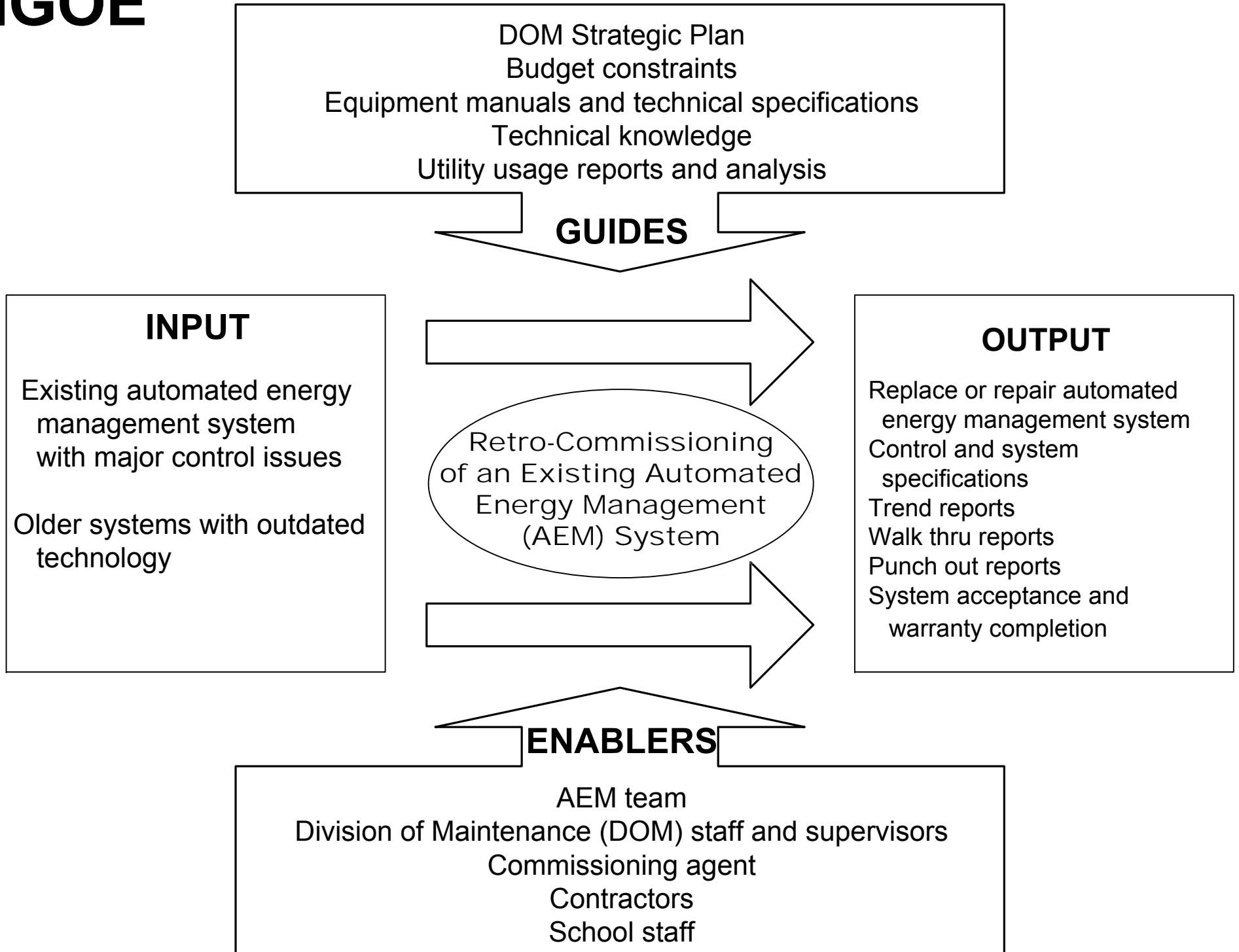


# IGOE



# Process for Automated Energy Management (AEM) Retro-Commissioning of Existing Systems

Updated: September 26, 2017

## **PURPOSE:**

To describe the process of repairing or replacing existing automated energy management (AEM) systems with major control issues.

## **PROCESS SUMMARY:**

- When an existing school on the automated energy management (AEM) system has major control issues which include the system using outdated technology, the AEM team will hire a commissioning agent (CA) or engineer to complete a study/evaluation.
- CA or engineer makes recommendations to the AEM team.
- If the AEM team can implement the recommendations and the cost is acceptable, then the AEM team hires a contractor to complete the work via the bid process.
- Contractor completes the work and submits the appropriate heating or trending cooling report depending on the time of year.
- If the AEM team can not implement or the cost is not acceptable, then the AEM team decides who and when the new or updated requirements for the special project can be implemented:
  - Placed on hold internally until funds and/or resources are available
  - Moved to another department or office – may go to Division of Construction (DOC) if coincides with upcoming project
- Contractor completes the work and 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.
- After both trend reports and both walk thrus are acceptable, the full two year warranty begins from date of start of warranty.
- 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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