

Action Plan Template • BUILDING AUTOMATION SYSTEMS

Action	Roles & Responsibilities	Implementation Dates						Notes
Once								
Upon the initial installation of the control system, request the system installer to check the program and building and ensure proper system operation. Note: Setting the control system parameter to the mechanical engineering specifications without confirming the settings with actual building operation may not be energy-efficient								
Monthly		Fill in implementation Date						
Check and calibrate BAS settings for accuracy and adherence to the building operations manual								
If BAS has data trending and downloading function, analyze BAS data for areas of potential energy savings. Cross-reference BAS data with benchmarking and baselines								
Compare school energy consumption with similar school buildings seasonally, normalized for heating degree days								
Quarterly		Fill in implementation Date						
Bi-Annually		Fill in implementation Date						
Annually		Fill in implementation Date						
Training		Fill in implementation Date						
Train facilities staff how to use all of the functionalities of the BAS								
Train facilities staff on the importance of the BAS for energy management								
Train facilities staff to conduct school building energy consumption comparisons with similar school buildings and season-to-season comparison, normalized for heating degree days								
Train facilities staff to maintain detailed notes on the equipment service records and energy use (electricity consumption). Prepare the notes when the information is fresh								
Communications		Fill in implementation Date						
Communicate the importance of the BAS for energy management and all the BAS's capabilities to monitor the building								
Communicate energy consumption comparison results to school and district administrators to demonstrate the benefits of energy management								
Maintain adequate communications between central staff and building operators								
Other Actions		Fill in implementation Date						