STANDARD OPERATING PROCEDURE # FDO 4.006

Subject: Siemens BAS Manual Control of Heating Hot and Chilled Water Valves

Purpose and Scope: To communicate the operation of the Siemens Building Automation System. In the event any heating hot water, chilled water, or air handling units are operated in the manual mode due to a special event or control problem, the following procedure shall be utilized to allow tracking of control problems or complaints from our customers.

Procedure: In the event that a Utility Plant operator must open or secure any heating hot water, chilled water valve or start any air handling unit that is normally controlled by the Siemens Insight software, the operator should e-mail HVAC Supervisor. Include in the e-mail what the nature of the complaint/problems are, what the HVAC Equipment Number. is, and the time and date of the action.

Example: Secured the heating hot water valve for -------- event in bldg. 22 for the commons auditorium at 2000 hrs. Turned the heating hot water valve back to automatic operation at 2300 hrs due to a wedding reception with approximately 100 people attending and it is too hot. Saturday – 2005.

All manual operation of the Siemens system should be returned back to Automatic mode after the event or hours of operation have ended.

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