



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective December 8, 2005, Revised February 5, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE #FAC 6.006

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

Purpose and Scope: To communicate the operation of the Siemens Energy Management System. In the event any 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 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(s). Include in the e-mail what the nature of the complaint/problems are, what the unit I.D. is, and the time and date of the action.

Example: Secured the hot water valve for ----- event in bldg. 22 for the common's auditorium at 2000 hrs. Turned the 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 “**OPERATORS’ MODE**” of the Siemens system should be returned back to Automatic mode after the event or hours of operation have ended.

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