



# Building Automation System (BAS) Configuration Checklist

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## Project Initiation & Design Review

Ensures BAS requirements are clearly defined and integrated into the overall construction project from the outset.

### Define BAS Scope & Objectives

Write something...

### Building Type (Impacts BAS Requirements)

- ☐ Office
- ☐ Retail
- ☐ Hospitality
- ☐ Education
- ☐ Industrial
- ☐ Other



### Building Square Footage

Enter a number...

### Summarize Owner's Performance Requirements (Energy, Comfort, Sustainability)

Write something...

### Review Architectural Drawings for Equipment Location & Space Allocation

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### Confirm BAS Integration with Existing Systems (if applicable)

- ☐ None
- ☐ Fire Alarm System
- ☐ Security System
- ☐ Elevator System
- ☐ Other

### Note any potential conflicts between BAS requirements and other building systems

Write something...

## Equipment Procurement & Delivery

Verifies BAS-related equipment is ordered, delivered, and stored correctly, with necessary documentation.

### Quantity of BAS Controllers Received

Enter a number...

### Controller Model Numbers and Revision Levels Received (vs. Specification)

Write something...

### Delivery Manifest/Packing List

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### Condition of Equipment Upon Delivery (Visual Inspection)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged - Requires Documentation
- ☐ Unacceptable - Return to Supplier

### Date of Equipment Delivery

Enter date...

### Any discrepancies noted during unpacking or visual inspection. (Detailed description)

Write something...

### Unique Identifier of Delivered Sensor (e.g. serial number)

Enter a number...

### Equipment Received: (Check all that apply)

- ☐ BAS Controllers
- ☐ Sensors (Temperature, Humidity, CO2, etc.)
- ☐ Actuators (Dampers, Valves)
- ☐ IO Modules
- ☐ Graphics Server
- ☐ Communication Cables

## Commissioning & Start-Up

Covers the initial setup, calibration, and verification of BAS components and functionality.

### Initial System Power-Up Date

Enter date...

### Time of Initial System Power-Up

Enter time...

### Ambient Temperature During Commissioning (Degrees F)

Enter a number...

### Supply Voltage Verification (Volts)

Enter a number...

### Confirm BACnet Device Discovery Successful?

☐ Yes

☐ No

☐ N/A

### List of Critical System Sequences Verified:

☐ HVAC Heating

☐ HVAC Cooling

☐ Lighting Control

☐ Fire Alarm Integration

☐ Security System Integration

☐ Other (Specify in LONG\_TEXT)

### Details of 'Other' Sequence Verified (if selected)

Write something...

### Commissioning Report - Initial Startup

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### Confirm Overall System Performance Meets Design Specifications?

- ☐ Yes
- ☐ No
- ☐ Pending Review

## Network Configuration & Security

Addresses the critical aspects of BAS network setup, addressing connectivity, addressing, and cybersecurity.

### Network Topology Verified?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Static IP Address(es) Assigned?

Enter a number...

### Security Protocols Implemented?

- ☐ Firewall Configuration
- ☐ VPN Implementation
- ☐ Access Control Lists (ACLs)
- ☐ Encryption (SSL/TLS)
- ☐ Multi-Factor Authentication (MFA)
- ☐ Intrusion Detection/Prevention System (IDS/IPS)

### Network Diagram Documented?

Write something...

### VLAN Segmentation Implemented?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Firewall Configuration File

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### Default Password(s) Changed?

Write something...

### Date of Last Network Security Audit

Enter date...

## Point Configuration & Programming

Focuses on the configuration of BAS points, programming logic, and user interface elements.

### Point Numbering System Validation

Enter a number...

### Input/Output Type Verification (e.g., Analog, Digital)

- ☐ Analog Input
- ☐ Digital Input
- ☐ Analog Output
- ☐ Digital Output

### Sensor Calibration Values (e.g., Range, Units)

Enter a number...

### Alarm Setpoint Type (e.g., High, Low, Deviation)

- ☐ High Limit
- ☐ Low Limit
- ☐ Time Deviation
- ☐ Rate of Change

### Alarm Setpoint Values

Enter a number...

### Associated Equipment/Systems (e.g., HVAC, Lighting, Fire)

- ☐ HVAC
- ☐ Lighting
- ☐ Fire Alarm
- ☐ Security
- ☐ Elevator

### Point Description/Notes (e.g., Purpose, Location)

Write something...

### Units of Measurement

- ☐ Celsius
- ☐ Fahrenheit
- ☐ PSI
- ☐ Percent

## System Integration & Testing

Covers the integration of the BAS with other building systems and comprehensive testing of overall performance.

### Verify BAS Integration with Fire Alarm System

- ☐ Alarm Reporting
- ☐ Mode Switching (e.g., Occupied/Unoccupied)
- ☐ Emergency Shutdown
- ☐ Resetting

### Total Number of Sequences Tested

Enter a number...

### Date of Integrated Systems Testing

Enter date...

### Describe any integration challenges encountered and resolutions

Write something...

### Confirm Integration with Security System (Access Control, CCTV)

- ☐ Door Interlocks
- ☐ Time Schedules
- ☐ Alarm Events
- ☐ Video Integration

### Number of Data Points Verified for Accuracy During Integration Testing

Enter a number...

### Overall Status of System Integration Testing

- ☐ Pass
- ☐ Fail
- ☐ Partial Pass

### Upload Integration Test Results Documentation

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### Describe the test procedure for HVAC to Lighting integration

Write something...

## Documentation & Training

Ensures complete and accurate documentation is created and adequate training is provided to operations personnel.

### BAS System Description Document Review & Acceptance

Write something...

### As-Built BAS Drawings Review & Acceptance

Write something...

## BAS Programming Logic Documentation (Including Sequence of Operations)

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### Training Topics Covered (Check all that apply)

- ☐ System Overview
- ☐ Point Configuration
- ☐ Alarm Management
- ☐ Trend Analysis
- ☐ User Interface Navigation
- ☐ Reporting

### Number of Operations Personnel Trained

Enter a number...

### Date of Operations Personnel Training

Enter date...

### Summary of Post-Training Competency Assessment (if applicable)

Write something...

### Training Material Adequacy

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Operations Personnel Signature Acknowledging Training

## Final Acceptance & Turnover

Covers the final inspections, approvals, and transfer of responsibility for the BAS.

### Date of Final BAS Acceptance Testing

Enter date...

### Summary of Final Acceptance Testing Results & Deviations

Write something...

### Total Number of Outstanding Issues Identified During Acceptance

Enter a number...

### Outstanding Issues Resolved (Y/N)

☐ Yes

☐ No

### As-Built BAS Drawings

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### Description of Remaining Open Issues (if any)

Write something...

### **BAS System Turnover Status**

- ☐ Complete
- ☐ Partial
- ☐ Not Complete

### **Contractor Representative Signature**

### **Client Representative Signature**