

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

Ambient Temperature During Commissioning (Degrees F)

Supply Voltage Verification (Volts)

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

 Upload File

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

 Upload File

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)

 Upload File

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