



Building Automation System (BAS) Configuration Checklist

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

 Upload File

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

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)

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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

Summary of Final Acceptance Testing Results & Deviations

Total Number of Outstanding Issues Identified During Acceptance

Outstanding Issues Resolved (Y/N)

☐ Yes☐ No

As-Built BAS Drawings

Description of Remaining Open Issues (if any)

Write something...

BAS System Turnover Status

- ☐ Complete
- ☐ Partial
- ☐ Not Complete

Contractor Representative Signature

Client Representative Signature