BMS Project Procedure

STAGE 2
Step 1: M&E Engineer develops outline BMS design specification for tender purposes

Procurement
Step 2: Imperial College Procurement Team Tender for BMS Engineer

STAGE 3
Step 3: BMS Engineer engaged as ICL Design team member
Step 4: M&E Engineer via BMS Engineer develop Stage 3 Design.
Step 5: Project team issue Architectural plans to College Space Planning Team.
Step 6: Space Team issue room numbers.
Step 7: Information forwarded to M&E Engineer in order to update design.
Step 8: Project team obtain and approve User and Maintenance Department alarm requirements.
Step 9: M&E Engineer & BMS Engineer present stage 3 controls design at ERM.
Step 10: Exception Reports arising from Stage 3 design to be presented at ERM for review and at TAG for formal approval.
Step 11: Engineering Team review Stage 3 controls design and forward comments to PM, PM to update tracker document.
Step 12: PM appoints BEMS Validation Engineer (internal or external).

Procurement
Step 13: BMS Design document issued for Tendering purposes
Step 14: Main Contractor proceeds with Tender to appoint BMS Contractor as per procurement procedure.

Stage 4
Step 15: PM to instruct Main Contractor to issue final construction issue floor plans and approved room numbers to BMS Contractor to enable software and graphics to be completed.
Step 16: Main Contractor via BMS Contractor develops Stage 4 design.

Step 17: Main Contractor via BMS Contractor presents stage 4 design at ERM.

Step 18: Exception Reports arising from Stage 4 design to be presented at ERM for review and at TAG for formal approval.

Step 19: Engineering Team review Stage 4 controls design and forward comments to PM, PM to update tracker document.

Stage 5

Step 20: Main Contractor completes M&E works and carries out final test & commission.

Step 21: Main Contractor to confirm all M&E systems are complete, certified, witnessed, operational and stable before offering to the controls contractor for final tests.

Step 22: BMS Contractor issues final description of operation, MCC wiring diagrams and SET (System Engineering Tool) files to Validation Engineer and Engineering Team.

Step 23: Validation Engineer carries out 100% check as per Scope of Duties.

Step 24: Validation Engineer confirms final validation process complete and issues reports to Project Manager and the Engineering Team.

Step 25: Main Contractor confirms that system is available for Engineering Team witnessing.

Step 26: Engineering Team carries out 10% check.

Step 27: Following the 10% witnessing the Controls Contractor adds the Trend 963 files onto the Engineering machine for validation.

Step 28: BMS Contractor issues final documentation to the Engineering Team to enable final checks.

Step 29: Engineering Team issues final report to Project Manager.

Step 30: Project Manager informs Head of Maintenance and Head of Energy and Environment of state of project.

Step 31: Head of Maintenance and Head of Energy and Environment inform Project Manager if project is suitably complete for BMS to be connected to College Trend Network Server and raises ticket for transfer.

Step 32: Controls familiarisation / training to be given to Estates Facilities via the project team (Novated M&E Engineer and BMS Contractor) with all appropriate documentation available.

Step 33: Completion of BMS Controls Granted.