

RTEM - Installation & Commissioning Report Guidelines

Please use the following guidelines to formulate a comprehensive RTEM I&C Report during post installation of a RTEM project. Fill in and attach the cover page (page 2) to the submitted RTEM I&C.

The purpose of the installation and commissioning report is to demonstrate the RTEM System has been installed and tested to satisfy the contract document and is completely functional as expected by the customers, and to identify all variances and follow-up activities remaining to complete commissioning.

1. Identify and explain all variances between the contract document and as-built conditions.
2. Document all **lessons learned** in the **baseline operations** and deviations of the building systems observed for later determination of abnormal and fault conditions.
3. Describe **unfinished activities** including deferred & pending equipment testing (e.g. Chiller monitoring pending, waiting for cooling season to verify all operating conditions).
4. Provide a **summary** of all **unresolved point issues** (explain why a point is not commissioned)
5. Include a notes section and briefly **explain operating procedures and protocols** including details for the ongoing usage of the RTEM system.
6. List equipment that requires repair and refurbishment or needs to be replaced.
7. Explain any training provided to the customer and list key users of the system.

Key Documents

1. Include **trend graphs** for **selected points** that will be principally monitored by the Service Provider to document baseline or normal conditions.
2. Include an **as-built** diagram of the RTEM system with the installed RTEM hardware identified.
3. The report shall be supplemented with a copy of all the configured reports demonstrating the commissioned functionality of the reporting system.
4. Complete points table with a minimum of the following tributes. Be sure to include the values/states of the points in the points table representing the commissioned values of the points.

Point Name	Data Source	Actual or Virtual	Unit	Expected Range	Alarm Thresholds	Collection Frequency	Date Verified	Initial by Verifier	Commissioned Status
AHU-1	Temp Sensor	Actual	Deg F	50 deg F - 80 deg F	Below 50 Above 80	5 minutes	xx/xx/xxxx		Commissioned / Not Commissioned
Exhaust Fan 1	Current Sensor	Actual	Amps	On = 10 A Off = 0A	On for more than 1 hour	5 minutes	xx/xx/xxxx		Commissioned / Not Commissioned



Real Time Energy Management Installation & Commissioning Report Cover Page

Vendor(s):

Customer(s):

Project # (Salesforce):

This report is to summarize the completion of the Real-Time Energy Management Project at _____ (address(es)). This project _____ (did/did not) deviate from the original Statement of Work. The length of the contract is _____ (months), with a starting on _____ (date) and ending on _____ (date).

The RTEM System was installed on _____ (date), and commissioning was completed on _____ (date). The final number of data points on this project is _____ (number). These points are on _____ (names of high-level equipment), which represent approximately _____ (percentage) of the buildings annual energy use.

The RTEM Services for this project will commence on _____ (date). The first report is expected to be delivered to the customer on _____ (date).