






## BAS Access and Change Control process

Dated : April 23, 2019

Rev: 1

Approval Description	Name	Title	Sign	Date
Author	Michelt Carvalho	Manager Building Automation & Operations		23/04/2019
Author	Marek Horvath	Manager – Systems, Payroll & Operational Development		24 APR 2019
Author	Jelena Vulovic-Basic	Senior Manager, Mechanical Engineering Services		23/04/2019
Approver	Gordon Robins	Director, Utilities & Building Operations		23 APR 2019
Approver	Paul Alves	Associate Director, Utilities & Building Operations		23 APR 2019

---

## BAS Access and Change Control process

**DRAFT**

**Rev: 1**

**By: Facilities and Services**

**Date: 23<sup>rd</sup> April 2019**

<b>1 PURPOSE</b> .....	<b>3</b>
<b>2 APPLICATION</b> .....	<b>4</b>
<b>3 PROCESS</b> .....	<b>5</b>
3.1 Step 1: Contractor request access for certain period of data and fills in the form. ...	5
3.2 Step 2: Access during regular hours:.....	5
3.3 Step 2: Access Outised of regular hours: .....	6

---

## 1 PURPOSE

The purpose of this procedure is as follows:

1. Ensure Facilities and Services is fully aware of any changes that are taking places: when, what and why.
  2. Ensure the changes are done in a controlled manner.
  3. All Access and Changes are pre-approved by UofT when applicable.
-

## 2 APPLICATION

This document outlines the general process to be followed for any work on the Building Automation System (BAS) for projects/systems where BAS is completely or partially turned over to U of T.

The BAS system is considered to be completely or partially turned over to U of T if either one of the following is true:

- a) BAS being completely or partially connected to the F& S Network,
- b) If Utilities and Operations are already using the BAS in any shape or form for operation of mechanical systems on BAS.

This is applicable for outside contractors and in-house groups.

---

### 3 PROCESS

#### 3.1 STEP 1: CONTRACTOR REQUEST ACCESS FOR CERTAIN PERIOD OF DATA AND FILLS IN THE FORM.

#### 3.2 STEP 2: ACCESS DURING REGULAR HOURS:

- a) Before commencement of any work contractor sends a **SIGN –IN** email to following people:
    - a. F&S, IT Manager
    - b. F&S, BAS manager
    - c. F&S, BMS Senior Manager
    - d. F&S, affected BMS Area manager
  - b) The **Sign – In** email shall contain the following details:
    - a. The subject line should include the following: Sign-In, building number & name, AR##\_\_\_. (AR number format (AR# PXXX-XX-XXX-AAA-BBB)  
*PXXX-XX-XXX= UoT project Number*  
*AAA=vendor code (JCI / SIE / HON / CTS)*  
*BBB=Request number*
    - b. The email shall advise what work is being planned and estimated duration.
    - c. If the work may affect the existing system operations but is not planned to make any changes to the components or major impact, sequence or points– such as during commissioning or testing, the email should clearly outline that.
    - d. If the work performed during approved access time would require pre-approval from the UofT – the communication including that pre-approval should be completed prior to accessing the site. The examples of these activities requiring pre-approval are as follows:
      - i. Adding new points to BAS.
      - ii. Changing point numbers – deletion of introducing new points.
      - iii. Revision of sequence of operations.
      - iv. Revision of programming.
      - v. Shut down of the systems - UofT Shut down notices process needs to be followed as well.
    - e. If the work would involve changes then the email needs to include the change request form.
  - c) Only upon receipt of the confirmation email from the UofT access approver (refer to related request form) the access can be considered granted.
  - d) Upon completion of the work the **Sign – Out** email shall be sent to following people:
    - a. F&S, IT Manager
    - b. F&S, BAS manager
    - c. F&S, BMS Senior Manager
    - d. F&S, affected BMS Area manager
  - e) The **Sign-Out** email shall contain the following details:
    - a. It should contain the original Sign-In email thread.
    - b. The subject line should be changed to the following: Sign-Out, building number & name, AR#\_\_.
    - c. The email shall provide an update on the work that was completed. If the work involved changes then the email needs to include the new or updated change request form.
-

### 3.3 STEP 2: ACCESS OUTSIDE OF REGULAR HOURS:

- a) Before commencement of any work contractor **signs at CSP with building shift engineer** and sends a **SIGN –IN** email to following people:
    - a. F&S, IT Manager
    - b. F&S, BAS manager
    - c. F&S, BMS Senior Manager
    - d. F&S, affected BMS Area manager
  - b) The **Sign – In** email shall contain the following details:
    - a. The subject line should include the following: Sign-In, building number & name, AR# \_\_\_\_.  
(AR number format (AR# PXXX-XX-XXX-AAA-BBB)  
*PXXX-XX-XXX= UoT project Number*  
*AAA=vendor code (JCI / SIE / HON / CTS)*  
*BBB=Request number*
    - b. The email shall advise what work is being planned and estimated duration.
    - c. If the work may affect the existing system operations but is not planned to make any changes to the components or major impact, sequence or points– such as during commissioning or testing, the email should clearly outline that.
    - d. If the work performed during approved access time would require pre-approval from the UofT – the communication including that pre-approval should be completed prior to accessing the site. The examples of these activities requiring pre-approval are as follows:
      - i. Adding new points to BAS.
      - ii. Changing point numbers – deletion of introducing new points.
      - iii. Revision of sequence of operations.
      - iv. Revision of programming.
      - v. Shut down of the systems - UofT Shut down notices process needs to be followed as well.
    - e. If the work would involve changes then the email needs to include the change request form.
  - c) Only upon receipt of the confirmation email from the UofT access approver (refer to related request form) the access can be considered granted.
  - d) Upon completion of the work contractor **signs-out at CSP with building shift engineer** and sends the **Sign – Out** email to following people:
    - a. F&S, IT Manager
    - b. F&S, BAS manager
    - c. F&S, BMS Senior Manager
    - d. F&S, affected BMS Area manager
  - e) The **Sign-Out** email shall contain the following details:
    - a. It should contain the original Sign-In email thread.
    - b. The subject line should be changed to the following: Sign-Out, building number & name, AR# \_\_\_\_.The email shall provide a detailed update on the work that was completed. If the work involved changes then the email needs to include the new or updated change request form.
-

## BAS Access Request Form

<b>Access Request - GENERAL INFORMATION</b>	
<b>AR#</b>	AR_
<b>Building Number</b>	
<b>Building Name</b>	
<b>Submitter Name</b>	
<b>Vendor Name</b>	
<b>UofT access approver Name ( chose all that apply)</b>	<input type="checkbox"/> EMRS integration related – <b>F&amp;S , IT Manager</b> <input type="checkbox"/> BAS Field devices/controller – <b>F&amp;S , BAS Manager</b> <input type="checkbox"/> Sequence of operations & GUI – <b>F&amp;S, BMS Senior Manager</b>
<b>Reason for Access</b>	
<b>Date Submitted</b>	
<b>Date Required</b>	From:
	To:
<b>Priority</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Mandatory
<b>Other Artifacts Impacted</b>	
<b>Assumptions and Notes</b>	<p style="color: blue;">1. Access to mechanical rooms as per UofT mechanical rooms access forms or arranged with respective Area Manager.</p>
<b>Attachments or References</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Link:</b>

## BAS Change Request Form

<b>INITIAL SUBMISSION &amp; GENERAL INFORMATION</b>			
<b>CR#</b>	CCR_		
<b>Submitter Company Name</b>			
<b>Submitter Contact Name</b>			
<b>Submission date</b>			
<b>Building Number</b>			
<b>Building Name</b>			
<b>Vendor Name</b>			
<b>Reason for Change</b>			
<b>Brief Description of Request</b>			
<b>Pre-Approval required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Pre- Approver Name (choose all that are applicable)</b>	<input type="checkbox"/> EMRS integration related – <b>F&amp;S , IT Manager</b>		
	<input type="checkbox"/> BAS Field devices/controllers – <b>F&amp;S , BAS Manager</b>		
	<input type="checkbox"/> Sequence of operations & GUI – <b>F&amp;S, BMS Senior Manager</b>		
<b>Date Required</b>			
<b>Data Received</b>			
<b>Priority</b>	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High <input type="checkbox"/> Mandatory
<b>Other Artifacts Impacted</b>			
<b>Assumptions and Notes</b>	1. <a href="#">Access to mechanical rooms as per UofT mechanical rooms access forms or arranged with respective Area Manager</a>		
<b>Attachments or References</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Link:</b>		
<b>Changes ( to be populated subsequent to change execution)</b>			
<b>Changes To GUI</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, documents attached or link provided. Changes bubbled on the As Found document.		
<b>Changes To Sequence of operation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, documents attached or link provided. Changes bubbled on the As Found document.		
<b>Changes To Programming</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, documents attached or link provided. a) Changes bubbled on the As Found document b) Backup of Database to be provided to F&S , BAS Manager. c) BACnet instances As found and Updated in (.xls format ) (if Applicable)		
<b>Changes To Point List and or Point name</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, documents attached or link provided. Changes bubbled on the document.		
<b>Other Artifacts Impacted</b>			
<b>Assumptions and Notes</b>			