

Dartmouth College Project Manager/ FO&M Controls System Communication Guidelines

The goal of this document is to provide Dartmouth College Project Managers with standards for project implementation that will help them identify whom they need to communicate with and how they should be communicating with FO&M.

Design Phase

1. Project Managers shall regularly (at least monthly) communicate to Building Automation Shop Supervisor any information on proposed and/or ongoing projects, no matter how small, that may require any removal/addition/relocation/etc., of control systems and their components.
2. Information communicated should identify the building/floor/rooms/and scope of the intended projects.
3. At each design submission phase (SD, DD, CD) and/or prior to approval of the project design, Project Managers shall deliver to the FO&M Engineering Director, Building Automation Shop Supervisor, Electrical Shop Supervisor, and Building Manager (as applicable) proposed Construction Mechanical/Controls demolition plans and proposed mechanical/controls designs for approval or comments. Project Managers shall create work orders for relevant shops and Engineering staff to review documents. FO&M Engineering and Shops will respond with review comments (or “no comment”) within two weeks – schedule adjustable as mutually agreed. Project Managers will schedule “page turners” and/or meetings with Engineering & Shops and designers to discuss review comments.

Construction Phase

4. Project Manager shall communicate to Engineering and Shops the controls vendor contact for the project, and contact for entity that holds the controls vendor contract (eg. general, mechanical, or electrical contractor).
5. Prior to approval of the project design, Project Managers shall deliver to the FO&M Engineering Director, Building Automation Shop Supervisor, Electrical Shop Supervisor, and Building Manager (as applicable) proposed Construction Mechanical/Controls submittals for approval or comments. Project Managers shall create work orders for relevant shops and Engineering staff to review

- documents. FO&M Engineering and Shops will respond with review comments (or “no comment”) within two weeks – schedule adjustable as mutually agreed.
6. Project Managers shall require their vendors to follow ***Dartmouth College Controls Vendor Standards for Building Controls Project Documentation and Software Control*** (see attached) and, if there are questions, to contact Dartmouth College Building Automation Shop Supervisor.
 7. If projects require a vendor to gain access to the Building Management systems for work, they shall provide request in writing, along with the **Energy Management System Account Request Form**, to Dartmouth College Building Automation shop, no less than 2 weeks prior to actual start date of proposed work (see attached).
 8. Project Managers shall inform their vendor to contact the Building Automation and/or Electrical Shop on any day that they will be performing demolition or construction work on an existing control system (This includes interrupting line voltage power). Also, the vendor shall inform the Project Manager and Building Automation and/or Electrical Shop at the end of the work day the status of the controls system and confirm that there are no performance issues prior to leaving the site.
 9. Project Managers should communicate to Engineering and the appropriate shops when work is planned to be completed and tested/ commissioned, ideally at least two weeks in advance, in order for there to be a timely review so that any missed or incomplete items may be addressed before acceptance of the project.
 10. Once work is completed, Project Manager to provide as-builts for review and approval by appropriate shops and engineering. Note that if project is a partial renovation to existing facility, as-builts shall be an update of original as-built digital and hard copy controls documents. Project Managers shall create work orders for relevant shops and engineering staff to review documents. FO&M Engineering and Shops will respond with review comments (or “no comment”) within two weeks – schedule adjustable as mutually agreed.
 11. To avoid any costs associated with fixing issues due to lack of review and coordination with FO&M, Project Manager should not start implementation (submittals/work in place) of any project without following the above guidelines. Else, FO&M costs associated with fixing those issues could be charged to the project.