

**Installation:**

# O&M Form



Building: \_\_\_\_\_

Date: \_\_\_\_\_

O&M Technician/Trade: \_\_\_\_\_

As part of required energy and water evaluations, this building is being looked at for possible improvements. We're looking for O&M technician input to help address known issues and get the most of the process.

1. Any problems right now with the building? \_\_\_\_\_

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2. Any recent changes to building equipment or controls? \_\_\_\_\_

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3. Any trips happening or other recurring failures? \_\_\_\_\_

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4. What are the shoulder seasons like (HVAC follow load OK?) \_\_\_\_\_

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5. What are the extreme seasons like (HVAC keep up with load OK?) \_\_\_\_\_

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6. How do you do filter changes, chemical treatment, and other recurring maintenance? \_\_\_\_\_

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7. How are the building and different systems scheduled? \_\_\_\_\_

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8. How do you use the controls system? \_\_\_\_\_

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9. Any better interface needed for the controls? \_\_\_\_\_

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10. Are you OK with the current setpoints (zone temps, supply air, warm-up times, etc)? \_\_\_\_\_

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11. How do the building occupants do in the building (lots of trouble calls, problem zones, confusion on how to use thermostat?) \_\_\_\_\_

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12. What takes up most your time working on this building? \_\_\_\_\_

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13. Any other issues with the building systems or processes? \_\_\_\_\_

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14. Do you think this building would be a good candidate to do a deeper dive to improve setpoints, look at how systems are trending, figure out some of the more complicated issues? \_\_\_\_\_

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