

## Energy Management and Building Controls Procedure

As part of the Next Level reorganization, Building Control Technicians remain with O&M, Controls Systems are part of Utilities Production and Energy Managers are with Energy Services. All three departments still work closely together, but the funding sources are not the same. In order to facilitate a process where these groups can work together without funding complications, specific problem codes have been created on the Customer Portal. Technicians can use these problem codes to submit internal requests for energy related services; Work Control will promptly process work orders.

### CUSTOMER PORTAL PROBLEM CODES

The orange boxes are problem codes. When selected on the customer portal, Work Control will create work orders for the shop.

<p><b>MEP- ELECTRICAL/PLUMBING</b> <i>GU Maintenance AA181100</i></p>	<p><b>UTIL PROD-CONTROL SYSTEMS</b> <i>Utilities Overhead AA181060</i></p>	<p><b>ENERGY MANAGEMENT</b> <i>Energy Management AA281080</i></p>
<p>TOO HOT/COLD</p> <p>FIND/FIX</p> <p>ENERGY AUDIT</p> <p>MEP EST (AA181060)</p>	<p>CONTROL SYSTEMS</p>	<p>HVAC SCHEDULING</p>

The campus community and FM employees will submit a customer requests using one of these problem codes. Work orders will be categorized and funded as follows:

<b>Problem Code</b>	<b>Use</b>	<b>Work Code</b>	<b>Funding</b>
TOO HOT/COLD	Customers submit requests via the portal to report problems and initiate a work order for MEP-ELECTRICAL/PLUMBING (Building Control Technicians)	HVAC	Property (81100 or billable to auxiliary)
HVAC SCHEDULING	Campus Customers (Registrar's office), Controls Systems or Building Controls Technicians can use to request HVAC scheduling if missing in AIRS or a problem is found. A work order is initiated for ENERGY MANAGEMENT.	ENERGY AUTOMATION	81080
CONTROL SYSTEMS	Energy Managers and Building Control Technicians can use on a customer request to request a work order to CONTROL SYSTEMS	BUILDING AUTOMATION	81060
FIND/FIX	Control Systems uses this problem code to request assistance from Building Control Technicians. Building Control Technicians also uses this to request work orders for self-identified work. Description needs to identify shop for WC to properly assign.	Assigned based on request	Property or work code
ENERGY AUDIT	Energy Managers can use this to request a work order for MEP-ELECTRICAL/PLUMBING (Building Control Technicians) after a building audit to submit request for Building Control Technicians. EMs also use this to report other problems so the description will need to identify shop to assist WC in assignment.	Assigned based on request	Property (81100 or billable to auxiliary)
MEP EST	MEP, Controls Systems and Energy Management must submit a request for utilities funded upgrades. MEP to provide an estimate, print estimate to PDF from AiM for Energy Systems Director to approve.	ESTIMATE	81100 (estimates are not chargeable; time is costed on an estimate SWO. The project, if approved by the Utility Director, will be funded by 81060)