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Building Management System Functionality Inspection Checklist

Interactive checklist for inspecting BMS functionality. Tick items, comment, and export as PDF/Excel with QR code.

Project:
Date:
Filled by:

HVAC System Inspection	
1	Verify that all HVAC components such as boilers, chillers, and air handling units are operational.
2	Check the calibration and accuracy of temperature and humidity sensors.
3	Ensure that all control valves and dampers are responsive and functioning correctly.

Lighting System Inspection	
4	Ensure all lighting controls are operational and configured for energy efficiency.
5	Verify that occupancy sensors are correctly detecting presence and adjusting lighting accordingly.

Security System Inspection	
6	Test the functionality of all access control systems and ensure they are secure and reliable.
7	Check that all video surveillance systems are capturing clear and reliable footage.

Energy Management System Inspection	
8	Review energy consumption data for any irregularities or spikes.
9	Verify that energy-saving settings are correctly applied across all systems.

General System Inspection	
10	Ensure that all system updates and patches are applied to maintain security and functionality.
11	Check the system interface for any alerts or alarms that need addressing.
12	Perform a backup of all system settings and configurations.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspecting a Building Management System (BMS) ensures that all automated building controls are functioning optimally. This inspection covers HVAC, lighting, security, and energy management systems. Ensuring these systems operate correctly minimizes energy consumption, enhances occupant comfort, and prolongs equipment life. This interactive checklist allows users to tick items online, leave comments, and export the completed report as a PDF or Excel file, complete with a unique QR code for authenticity.	1. Click the 'Use this checklist' or 'Start Interactive Checklist' button to launch interactive mode. 2. Tick each item online as you complete it. 3. Add comments on individual items or the entire checklist. 4. Click 'Share' or 'Download' to download your completed checklist as PDF or Excel.