**Network and Integration** **Training Template**

**Baseline Practice**: N0.1 – Network and Integration

**Applicable Asset Classes**: Office, ESC, OAR, Light Industrial, Healthcare, Universal, and MURB

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| ***Instructions:****All grey italic text with borders are instructions to help you prepare the required Baseline Practice for your building Network & Integration Training Template.* 1. *Replace all* [blue text in brackets] *in the document with building system specific information*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Network & Integration Training Program meets the BOMA BEST Smart baseline requirements.*
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| --- |
| ***Checklist:***☐ List of all building systems residing within the building:* *Include the name of the building system*
* *Include the main point of contact (vendor) for each building system*
* *Indicate whether training is provided by the vendor for the operation of the building system*

[ ]  *As-Build drawing of the network architecture (If available):** *Drawings should include:*
	+ *All network hardware types*
	+ *All network device locations*
	+ *List of systems connected*
 |
|  |

**Network and Integration Training**

[Insert Building Name and Address]

[Insert Name of Organization]

[Insert date training was completed]

# Executive Summary

Training on integrated building systems and software packages is essential for maximizing the effectiveness and value of these systems. It ensures that users gain a thorough understanding of system functionalities, allowing them to operate and manage the technology efficiently. Proper training helps prevent errors, reduces downtime, and improves overall system performance. Additionally, it empowers users to make informed decisions, troubleshoot issues, and leverage advanced features, ultimately leading to increased productivity and cost savings. With a comprehensive training document, organizations can ensure that their team is proficient in using the system to its full potential, resulting in smoother operations and better outcomes.

# [Insert building system name] Building System Training

*This template is designed to help building managers and owners create a comprehensive training plan for integrated building systems in compliance with BOMA BEST Smart Baseline Practices. Facility Managers, Maintenance Staff, IT & Network Administrators, and Security Personnel require training on specific systems based on job responsibilities and interaction with each system. Follow the steps below to fill out the template:*

*Use the Checklist of Requirements to ensure all necessary information is included.*

☐ System Description: Provide a brief description of the system covered in the training.

☐ Training Objectives: Define clear objectives for the training sessions.

☐ Participant Roles: Identify the roles of participants involved in the training.

☐ Training Schedule: Include dates and times for training sessions.

☐ Delivery Method: Specify if training will be conducted in-house or by external vendors.

☐ Responsibilities: Specify roles & responsibilities of parties involved.

**System Description**

[Insert System Description]

***System Description***

*The Building Automation System (BAS) integrates various building systems, including HVAC, lighting, and energy management, to enhance operational efficiency and occupant comfort.*

**Training Objectives**

[Insert Training Objectives]

***Training Objectives***

*- Ensure all building personnel can navigate and operate the BAS effectively.*

*- Improve response time to system alerts and operational anomalies.*

*- Enhance energy efficiency by optimizing system settings.*

**Participant Roles**

[Insert Participant Roles]

**Facility managers:** Oversee BAS operations and troubleshooting.

**Maintenance staff:** Address system alerts and perform basic maintenance.

**Energy managers:** Monitor and optimize energy usage.

*Add any additional roles and include a brief description of what that role is responsible for.*

**Training Schedule**

[Insert Training Schedule]

**Topic:** BAS Operations

**Required Personnel:** Facility managers, Maintenance Staff

**Initial Training:** January 15, 2024

**Annual Refresher:** January 10 (every year)

**Additional Sessions:** As required based on system updates or personnel changes.

*An example training schedule has been provided. Add additional segments as needed to cover all topics that require training for the integrated building systems.*

**Delivery Method**

[Insert Delivery Method]

**BAS Operations**

Initial training will be conducted by the BAS vendor. Annual refresher training will be provided in-house by the facility manager, using updated training materials.

*Add additional segments as needed to cover all topics that require training for the integrated building systems.*

**Responsibilities**

[Insert Responsibilities of all involved personell]

 **External Vendor:** Provide initial training and training materials.

**Internal Facility Manager:** Conduct refresher sessions and evaluate participant performance.

**Trainees:** Complete training and demonstrate competency.

*Add any additional roles and include a brief description of what that role is responsible for.*

# [Insert building system name] As-built Drawings

Refer to attached **Appendix.**

*Helpful Tip!*

*The As-built should be provided by third-party consultant or network installation vendor. Review the network hardware and device location with you staff. It is highly recommended to physically review the infrastructure with your staff as it provided a frame of reference to connection points and system devices.*

Appendix A: [Insert building system name] As-built Drawings

[Insert As-built Drawings]