**Reporting and Analysis Template**

**Baseline Practice**: R0.1 – Reporting and Analysis

**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 Reporting and Analysis Template meets the BOMA BEST Smart baseline requirements.*
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| ***Checklist:***☐ System Diagram:* *Include visualize the system layout, showing major components and connections*
* *Include major components and connections.*

[ ]  *Network Configuration:** *Specify the network structure*
* *IP configurations*
* *VLAN assignments*
 |
|  |

**Reporting and Analysis**

[Insert Building Name and Address]

[Insert Name of Organization]

[Insert Building System Name]

# [Insert building system name] Executive Summary

[Insert Executive Summary]

***Base Building Network Executive Summary***

*The Base Building Network (BBN) is the foundational communication infrastructure within the building, designed to connect, integrate, and manage various building systems. It serves as the "central nervous system" of the building, enabling data exchange and communication between systems such as HVAC, lighting, security, energy management, and elevators. The BBN ensures these systems work cohesively to optimize building operations and occupant comfort.*

# System Architecture

* *Insert As-Built Drawings or Completion Package*
* *Package should include:*
	+ *☐ System Diagram (Visualize the system layout, showing major components and connections.)*
	+ *☐ Network Topology (Illustrate how data moves through the system)*
	+ *☐ Network Configuration (Specify the network structure, IP configurations, or VLAN assignments.)*

Refer to attached **Appendix A.**

*Helpful Tip!*

*The As-built drawings and supporting documentation should be provided by third-party consultant or network installation vendor.*

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

[Insert As-built Drawings]