



# Process for Automated Energy Management (AEM) Development/Implementation of Control Standards

Updated: May 3, 2019

## **PURPOSE:**

To describe the process of developing and/or implementing new or updated MCPS policies and/or changes to the MCPS Resource Conservation Plan by the automated energy management (AEM) department.

## **PROCESS SUMMARY:**

- When new or updated MCPS policies are issued or when changes are made to the MCPS Resource Conservation Plan, the automated energy management (AEM) team determines whether or not they are responsible for the implementation. If so, the AEM team will break the implementation down into operational guidelines and/or special project requirements.

## **OPERATIONAL GUIDELINES**

- AEM team implements operational guidelines as follows:
  - School Energy and Recycling Team (SERT) related – Conduct public relations, education programs and/or awareness programs in conjunction with the SERT team
  - Lighting projects – Develop energy management systems (EMS) lighting specifications and guidelines and commissioning standards
  - Energy management systems (EMS) – Develop EMS design specification standards (including hardware, software, graphics and architecture) and commissioning standards

## **SPECIAL PROJECT REQUIREMENTS**

- AEM team develops the minimum requirements for special projects.
- AEM team hires a commissioning agent (CA) or engineer to complete a study/evaluation.
- CA/engineer makes recommendations to the AEM team.
- If the AEM team can implement the recommendations and the cost is acceptable, then the AEM team develops EMS design specification standards (including hardware, software, graphics and architecture) and commissioning standards.
- If the AEM team can not implement or the cost is not acceptable, then the AEM team decides who and when the new or updated requirements for the special project can be implemented:
  - Placed on hold internally until funds and/or resources are available
  - Moved to PLAR for consideration as a capital improvement project
  - Moved to another department or office

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