**UNIVERSITY OF TOLEDO**  
**FACILITIES AND CONSTRUCTION**

<table>
<thead>
<tr>
<th>Section:</th>
<th>Central Control</th>
<th>Procedure Number:</th>
<th>CC-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Centralized Building Automation System Alarm Summaries</td>
<td>Effective Date:</td>
<td>January 1980</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised Date:</td>
<td>October 2016</td>
</tr>
<tr>
<td>Facilities Officer:</td>
<td></td>
<td>Reviewed Date:</td>
<td>December 2016</td>
</tr>
</tbody>
</table>

**Standard Operating Procedure**

Summaries of all alarm statements received through the Centralized Building Automation System will be reviewed at the beginning of each shift by the Central Control Operators.

**Purpose**

To ensure that all alarms received are adequately reviewed and that a timely response is made to any alarm condition.

**Procedure**

1. The Central Control Operator shall generate and review a summary of all alarms received through the Centralized Building Automation System at the beginning of each shift. If an alarm summary cannot be generated, the central control operator will browse through all points or messages to check alarm conditions.

2. The Central Control Operator shall then compare the summary of alarms to the action that was taken and logged in the Central Control Operator's log-book during the previous shift.

3. If the alarm summary statement indicates an alarm condition still exists, the Central Control Operator shall review the previous action taken and request any additional maintenance personnel to evaluate the alarm source if necessary.

4. The responding maintenance personnel shall report any unusual conditions found back to the Central Control Operator.

5. The Central Control Operator shall notify the appropriate supervisory personnel of the conditions found and initiate any needed call-in procedures following the rotation list of personnel located in Central Control Center.