

# Planning your building controls and building energy management system (BEMS)

## Step 1: Preliminary overview

By considering and answering these questions you can build up a robust outline of the requirements of your BEMS. The questions are designed to guide you towards a clear picture of what the BEMS in your building(s) needs to achieve, and any particular requirements you might have for a particular project.

### 1. System

- **Why do you want a BEMS?**
- **What should it achieve?**
- **What do you want to connect into the BEMS?**
  - e.g. renewable systems
  - lighting
  - security
- **Are you looking for control only, or do you also require energy management?**

### 2 Building

- **What form does the building take?**
  - e.g. Multi-site
  - Remote
- **Does the building have any specialist areas?**
  - e.g. laboratories
  - swimming pool
  - lecture theatres
- **Is it a new building or is this a refurbishment project?**  
**If it is a refurbishment project, what control systems are already in place?**

### 3. Users and usability

- **Who are your BEMS end-users?**
  - e.g. typical occupants of your building
- **What do they want from the BEMS?**
- **What is their level of expertise in using BEMS?**
- **How much user intervention do you wish to allow?**
  - e.g. Room-level
  - Remote access only
  - Building-level

### 4. Maintenance/lifetime functionality

- **What maintenance considerations have you made for the BEMS?**
- **How will continuous commissioning be carried out? Will you have an on-site facilities team or is this an outsourced service?**
- **What are the requirements for gathering data on building performance?**
  - How will the information be used?
  - Where will it be stored? On-site? Off-site with service provider?

