Building Automation Systems Access Request Form

Access Request - GENERAL INFORMATION				
AR#	AR_			
Building Number				
Building Name				
Submitter Name				
Vendor Name				
UofT access approver Name **(chose all that apply)**	☐ EMRS integration related **– F&S, IT Manager**			
	☐ BAS Field devices/controller **– F&S, BAS Manager**			
	☐ Sequence of operations & GUI **– F&S, BMS Senior Manager**			
Reason for Access				
Date Submitted				
Date Required	From:			
	To:			
Priority	☐ Low	☐ Medium	☐ High	☐ Mandatory
Other Artifacts Impacted				
Assumptions and Notes	1. Access to mechanical rooms as per U of T mechanical rooms access forms or arranged with respective Area Manager.			
Attachments or References	☐ Yes	☒ No		
	Link:			

BAS Change Request Form

INITIAL SUBMISSION & GENERAL INFORMATION				
CR#	CCR_			
Submitter Company Name				
Submitter Contact Name				
Submission date				
Building Number				
Building Name				
Vendor Name				
Reason for Change				
Brief Description of Request				
Pre-Approval required	☐ Yes ☐ No			
Pre- Approver Name (choose all that are applicable)	☐EMRS integration related **– F&S, IT Manager**			
	☐BAS Field devices/controllers **– F&S, BAS Manager**			
	☐ Sequence of operations & GUI **– F&S, BMS Senior Manager**			
Date Required				
Data Received				
Priority	☐ Low	☐ Medium	☐ High	☐ Mandatory
Other Artifacts Impacted				
Assumptions and Notes	1. Access to mechanical rooms as per U of T mechanical rooms access forms or arranged with respective Area Manager			
Attachments or References	☐ Yes	☐ No		
	Link:			
Changes (to be populated subsequent to change execution)				
Changes To GUI	☐ Yes ☐ No If Yes, documents attached or link provided. Changes bubbled on the As Found document.			
Changes To Sequence of operation	☐ Yes ☐ No If Yes, documents attached or link provided. Changes bubbled on the As Found document.			
Changes To Programming	☐ Yes ☐ No If Yes, documents attached or link provided. a) Changes bubbled on the As Found document b) Backup of Database to be provided to F&S , BAS Manager. c) BACnet instances As found and Updated in (.xls format) (if Applicable)			
Changes To Point List and or Point name	☐ Yes ☐ No If Yes, documents attached or link provided. Changes bubbled on the document.			
Other Artifacts Impacted				
Assumptions and Notes				