



Cornell University
Facilities Services
Facilities Management

Job Name:

Network #

Device instance range:

LCS checklist for New Devices prior to Synchronization

1. Ensure that LGR panels have no BBMD tables (unless specifically instructed otherwise) and that Sitebuilder is not set to auto-configure BBMDs.
2. Double check for proper and unique BACnet device instance numbers.
3. Double check for proper and unique BACnet device names.
4. Double check for proper and unique alarm BACnet object names.
5. Double check that each BACnet object within a device has a unique BACnet object name.
6. Double check Notification Class assignments.
7. Ensure that items 1 through 5 are complete *prior to, or immediately after*, activating a device on a live Campus BACnet network.
8. Download devices when placed under a new parent server to clear previous notification classes, stored events/resend queues, bindings.
9. Ensure that offline devices are placed out-of-service on their parent server in WebCTRL until ready to be activated.
10. Run Network Points report in WebCTRL parent server: Equipment / Network IO. Correct errors/misconfigurations.
11. Run Trend Usage report in WebCTRL parent server: Equipment / Trend Usage. Correct incorrect Trend Settings.
 - a. Analog Points: Shall never be trended faster than a 5 min interval, with the trigger never set below the default of 129. Analog points associated with control variables or physically sensed measurements shall never be trended on COV.
 - b. Binary Points: Shall never be trended faster than a 5 min interval, with the trigger never set below the default of 45. Binary points may be trended on COV with the trigger never set below the default of 45.

- 12. Use EMCS report page BACnet RouterToNetworkMergedTraffic to identify any recent broadcast anomalies associated with new devices:
<http://www.emcs.cornell.edu:8080/RouterToNetworkMergedTraffic> .
- 13. Ensure that integrated 3rd party devices and their associated networks are defined, named, numbered, and displayed on the 'NET" tree (e.g., Modbus, BACnet MSTP, N2, etc.).

Control Shop Engineering group Sign-off -----

EMCS Sign-off -----

* EMCS/Control Shop reserve the right to disconnect any devices found on active campus networks if those devices have not been vetted using the above checklist and signed off by appropriate University representatives.