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Guidance Note

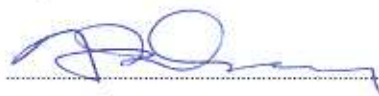
Management of Building Services

Endorsement & Authorisation

Endorsed by:

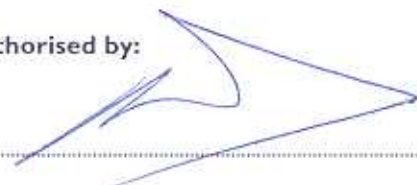


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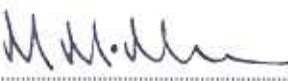
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Issue record

Issue	Date	Comments
1	December 2006	New standard

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1 Purpose

This document provides guidance on the responsibilities associated with the management of building services. The document ensures that members of the engineering function understand their responsibilities within the current organisation.

2 Scope

This standard applies to the management of building services. The aim of this document is to define:

Functional Boundaries for Building Services

Technical Responsibilities

Process for Business Planning

This document should be read in conjunction with the asset responsibility matrix.

3 Reference Documentation

[GI/RT7007](#) LV Installations

4 Abbreviation and Definitions

ASC	Area Signalling Centre
BSE	Building Services Engineer
DNO	Distribution Network Operator.
ECR	Electrical Control Room
HVAC	Heating Ventilation and Air Conditioning
SBSE	Senior Building Services Engineer
TBE	Territory Building Engineer
TEPE	Territory Electrification and Plant Engineer or Territory Plant Engineer on Western.
TPE	Territory Plant Engineer
UPS	Uninterruptible Power Supply

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5 Application of this Standard

This standard applies to members of the engineering function.

This standard does not apply to the management of operational equipment.

6 Engineering Demarcation

Building Services exist to support manned and unmanned operational building on the network.

Building services includes

Small Power

Lighting

Water / Gas

Heating, Ventilation and Air Conditioning.

Fire Alarms / Entry Systems

The management of building fabric for certain types of operational building is also described.

Building fabric is always the responsibility of the Territory Building Engineer.

Where buildings contain operational equipment, there will be an interface, normally within the LV power supply, between the responsibilities of the Building Services and Plant Engineers. The boundary is downstream of the main LV switchboard in installations with operational equipment.

Power circuits in buildings, including REBs, for small power, heating and lighting, however they are derived are the responsibility of the building services engineer.

The text that follows describes the consequence of the selection of the boundary at this point and it's implications for members of the Engineering organisation. Engineering, in the context of this document, may be categorised into four areas: Budgeting, Renewal Decisions, Performance and Solution Specification. Before these are described, the technical divisions need to be understood. These are described in the following diagrams.

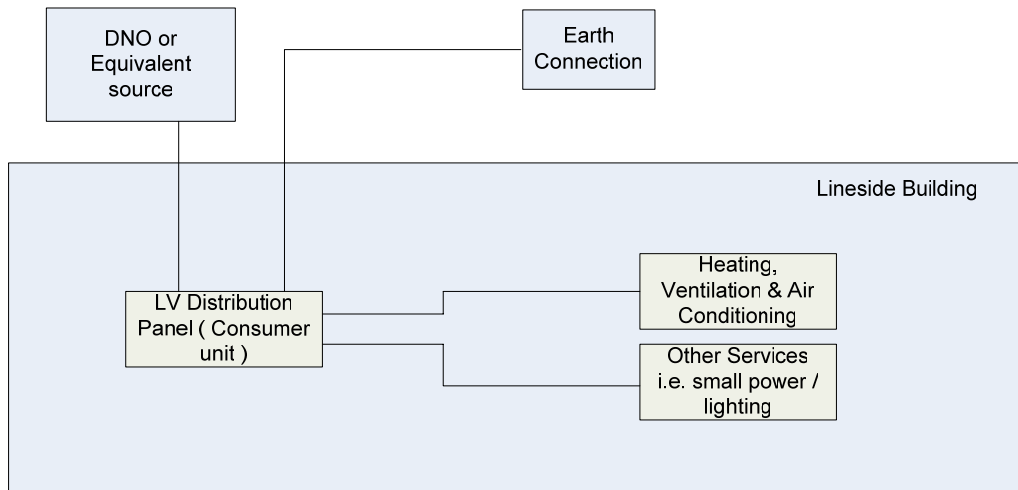


**Figure 1: Example Division of Responsibilities for
Unmanned Lineside Building without Operational Equipment**

For unmanned lineside building, without operational equipment, the responsibility for the asset lies solely with the TBE. If the electricity supply is from an HV system there will be a boundary with E&P.

Where operation equipment is provided, a boundary appears within the power supply between the plant and building services functions. This boundary exists for business planning and specification purposes.

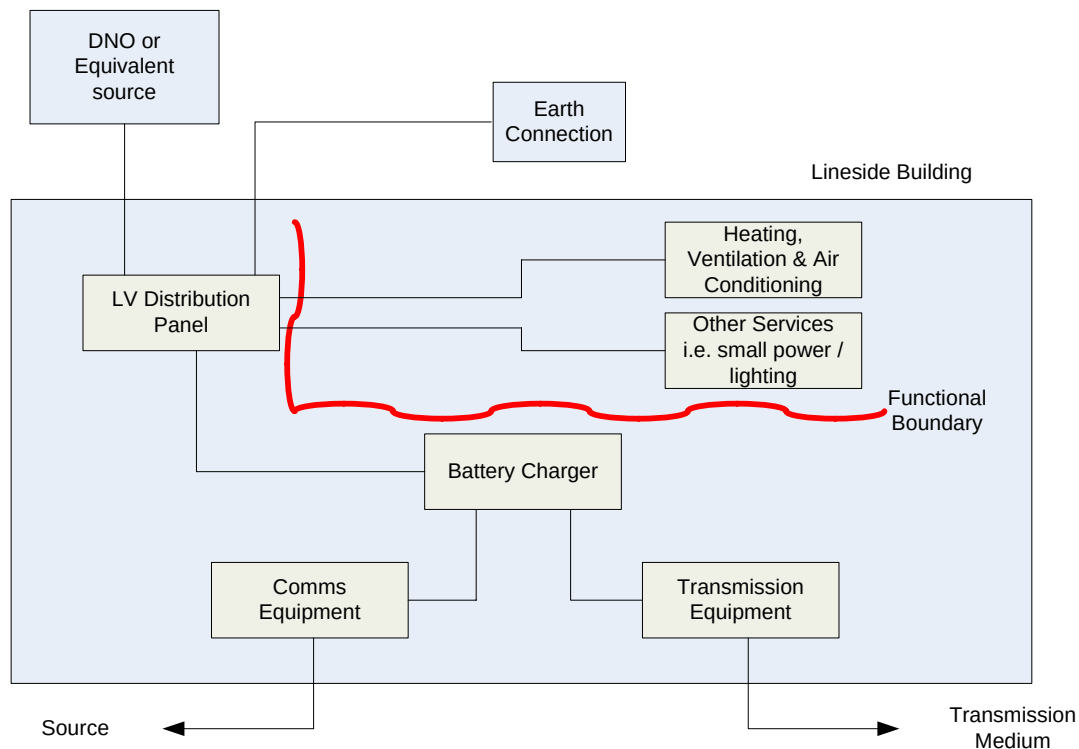


**Figure 2: Example Division of Responsibilities for
Unmanned Lineside Building with Operational Equipment**