

JCP - Mode - BOS

KEEDIAN

Standard Operating Procedure (SOP)

Title:) – Previously Called Last Man Out Switch

Purpose:

This SOP outlines the operation and function of the Building Occupancy Status (BOS) Mode, including how it impacts HVAC, lighting, and alarm systems, to ensure proper operation and energy efficiency.

Scope:

This procedure applies to all personnel responsible for the management and monitoring of building systems, specifically HVAC and lighting, using the Building Occupancy Status (BOS) Mode on the EMS (Energy Management System) panel.

Procedure:

- **Monitor ADT Panel for BOS Activation** The EMS shall continuously monitor the contact on the ADT Panel.
- Upon activation of the BOS, the EMS will override the current schedule and set HVAC and lighting to unoccupied mode, regardless of time of day schedules.
- **Return to Occupied Mode** When the BOS is set to the occupied position, HVAC and lighting functions will return to their respective Time of Day (TOD) or PMT schedules.
- **Impact of Fire and Intrusion Alarms** Fire and Intrusion alarms shall trigger all interior lighting functions to remain on, regardless of the current position of the BOS.
- **Unoccupied Heat/Cool or Freeze Protect Functionality** The BOS mode does not affect the Unoccupied Heat/Cool or Freeze Protect functionalities. These functions will operate as per their respective settings.
- **BOS Binary Input Point (BIP) for Monitoring** The EMS shall provide a binary input point labeled **BOS Active** to indicate the current status of the BOS.
- This will allow both remote and local users to monitor the status of the BOS programming.
- **Disabling BOS Mode** The EMS shall also provide a **BOS Disable** software point.
- This software point allows remote users to disable the BOS functionality temporarily.
- **Reverting Disabled BOS Functionality** A follow-up must be created to revert any changes made when the BOS functionality is disabled.

Troubleshooting:

- **Issue 1: BOS Mode not triggering HVAC or lighting to unoccupied mode** Verify that the contact on the ADT panel is correctly connected and activated.
- Check the EMS programming to ensure it is properly configured to respond to the BOS activation.
- **Issue 2: Lighting not turning on during Fire or Intrusion alarms** Ensure that the EMS is programmed to prioritize lighting control during alarms, regardless of BOS position.
- Test the alarm system to ensure the correct activation of lighting functions.
-

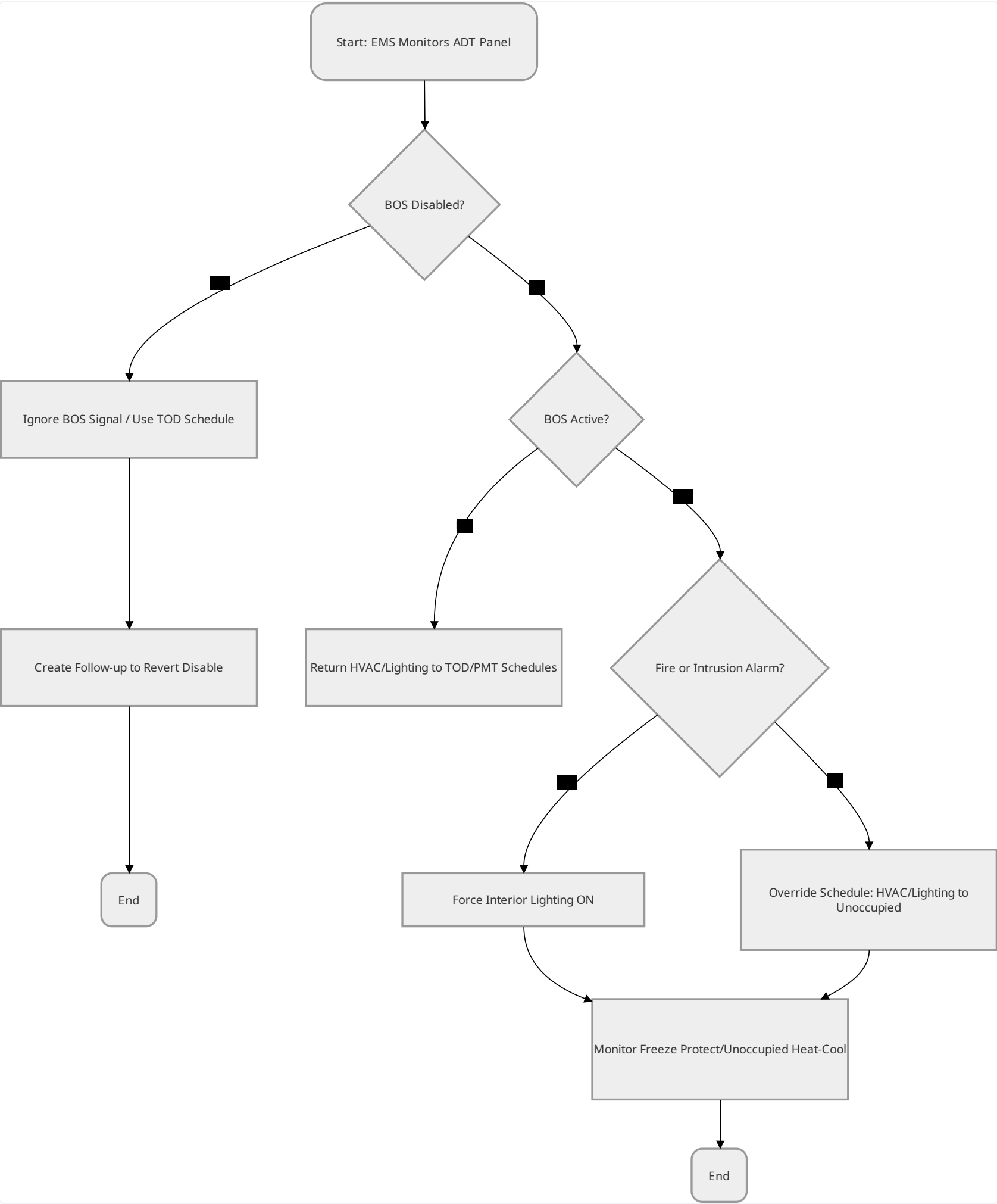
Documentation and Reporting:

- Record the status of the BOS using the **BOS Active** binary input point for system monitoring purposes.
- Any changes to the BOS disable function should be logged, and a follow-up must be created to revert the changes as required.

Process Map

undefined

undefined



Editable Mermaid Diagram

Building Occupancy Status (BOS Mode.drawio

Revision History

Version	Date	Author	Changes Made
1.0	3/30/2026	Dylan Turman	Initial draft
1.1	[MM/DD/YY]	[Author Name]	[Description of changes]

Approval

Approved by: [Name and Title]

Date: [MM/DD/YY]