

# Requirements: Roles & Responsibilities

## Onboarding

- Building drawings
- Mechanical system overviews
- Meter installation
- BAS integration
- Utility bill collection



**Chief Engineer**

Mech., Elec., Arch. Drawings  
Lighting and occupancy details  
Mechanical equipment list and note of any upgrades  
Credentials to remote into BAS  
  
List of IT/Data centers with supplementary equipment



**Property Manager**

Tenant floor plates  
  
Current stacking plan  
  
Monthly utility bill login access  
  
Previous PCA or Energy Investment Grade Audit reports  
  
All digital tenant finish out drawings or CDs



**Asset Manager**

5-10 Year CapEx Plan  
  
Rent Roll (present, 6-months back, and 1-year back)