

PART 1 - GENERAL

- 1.1 TRAINEES .1 Trainees: personnel selected for operating and maintaining this facility. Includes Facility Manager, building operators, maintenance staff, security staff, and technical specialists as required.
- .2 Trainees will be available for training during later stages of construction for purposes of familiarization with systems.
- 1.2 INSTRUCTORS .1 Departmental Representative will provide:
- .1 Descriptions of systems.
- .2 Instruction on design philosophy, design criteria, and design intent.
- .2 Contractor and certified factory-trained manufacturers' personnel: to provide instruction on the following:
- .1 Start-Up, operation, shut-down of equipment, components and systems.
- .2 Control features, reasons for, results of, implications on associated systems of, adjustment of set points of control and safety devices.
- .3 Instructions on servicing, maintenance and adjustment of systems, equipment and components.
- .3 Contractor and equipment manufacturer to provide instruction on:
- .1 Start-up, operation, maintenance and shut-down of equipment they have certified installation, started up and carried out PV tests.
- 1.3 TRAINING OBJECTIVES .1 Training to be detailed and duration to ensure:
- .1 Safe, reliable, cost-effective, energy-efficient operation of systems in normal and emergency modes under all conditions.
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RESPONSIBILITIES

- .1 Implementation of training activities,
- .2 Coordination among instructors,
- .3 Quality of training, training materials,

- .4 Departmental Representative will evaluate training and materials.

- .5 Upon completion of training, provide written report, signed by Instructors, witnessed by Departmental Representative.

1.7 TRAINING
CONTENT

- .1 Training to include demonstrations by Instructors using the installed equipment and systems.

- .2 Content includes:
 - .1 Review of facility and occupancy profile.
 - .2 Functional requirements.
 - .3 System philosophy, limitations of systems and emergency procedures.
 - .4 Review of system layout, equipment, components and controls.
 - .5 Equipment and system start-up, operation, monitoring, servicing, maintenance and shut-down procedures.
 - .6 System operating sequences, including step-by-step directions for starting up, shut-down, operation of valves, dampers, switches, adjustment of control settings and emergency procedures.
 - .7 Maintenance and servicing.
 - .8 Trouble-shooting diagnosis.
 - .9 Inter-Action among systems during integrated operation.
 - .10 Review of O&M documentation.

- .3 Provide specialized training as specified in relevant Technical Sections of the construction specifications.

1.8 VIDEO-BASED
TRAINING

- .1 Manufacturer's videotapes to be used as training tool with Departmental Representative's review and written approval 3 months prior to commencement of scheduled training.
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- 1.8 VIDEO-BASED TRAINING (Cont'd) .2 On-Site training videos:
.1 Videotape training sessions for use during future training.
.2 To be performed after systems are fully commissioned.
.3 Organize into several short modules to permit incorporation of changes.
- .3 Production methods to be professional quality.
- 1.9 SUBMITTALS .1 Provide copies of all proof of training.
.2 Indicate names of those trained, what the training entailed, the number, location and length of training sessions.
.3 Provide copies of training manuals, electronic presentations, videos.

PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not Used.

PART 3 - EXECUTION

- 3.1 NOT USED .1 Not Used.