

**Part 1 General**

**1.1 SUMMARY**

- .1 Section Includes:
  - .1 This section is limited to portions of the Building Management Manual (BMM) provided to Departmental Representative by Contractor.
- .2 Related Requirements
  - .1 Section .
- .3 Acronyms:
  - .1 BMM - Building Management Manual.
  - .2 Cx - Commissioning.
  - .3 HVAC - Heating, Ventilation and Air Conditioning.
  - .4 PI - Product Information.
  - .5 PV - Performance Verification.
  - .6 TAB - Testing, Adjusting and Balancing.
  - .7 WHMIS - Workplace Hazardous Materials Information System.

**1.2 GENERAL REQUIREMENTS**

- .1 Standard letter size paper 216 mm x 279 mm.
- .2 Methodology used to facilitate updating.
- .3 Drawings, diagrams and schematics to be professionally developed.
- .4 Electronic copy of data to be in a format accepted and approved by Departmental Representative.

**1.3 APPROVALS**

- .1 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Departmental Representative.

**1.4 GENERAL INFORMATION**

- .1 Provide Departmental Representative the following for insertion into appropriate Part and Section of BMM:
  - .1 Complete list of names, addresses, telephone and fax numbers of contractor, sub-contractors that participated in delivery of project - as indicated in Section 1.2 of BMM.
  - .2 Summary of mechanical systems installed and commissioned - as indicated in Section 1.4 of BMM.
    - .1 Including sequence of operation as finalized after commissioning is complete as indicated in Section 2.0 of BMM.

- .3 Description of building operation under conditions of heightened security and emergencies as indicated in Section 2.0 of BMM.
- .4 System, equipment and components Maintenance Management System (MMS) identification - Section 2.1 of BMM.
- .5 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
- .6 Operating and maintenance manual - Section 3.2 of BMM.
- .7 Final commissioning plan as actually implemented.
- .8 Completed commissioning checklists.
- .9 Commissioning test procedures employed.
- .10 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
- .11 Commissioning reports.

## **1.5 CONTENTS OF OPERATING AND MAINTENANCE MANUAL**

- .1 For detailed requirements refer to Section 01 78 00 - Closeout Submittals.
- .2 Departmental Representative to review and approve format and organization within 12 weeks of award of contract.
- .3 Include original manufactures brochures and written information on products and equipment installed on this project.
- .4 Record and organize for easy access and retrieval of information contained in BMM.
- .5 Include completed PI report forms, data and information from other sources as required.
- .6 Inventory directory relating to information on installed systems, equipment and components.
- .7 Approved project shop-drawings, product and maintenance data.
- .8 Manufacturer's data and recommendations relating: manufacturing process, installation, commissioning, start-up, O&M, shutdown and training materials.
- .9 Inventory and location of spare parts, special tools and maintenance materials.
- .10 Warranty information.
- .11 Inspection certificates with expiration dates, which require on-going re-certification inspections.
- .12 Maintenance program supporting information including:
  - .1 Recommended maintenance procedures and schedule.
  - .2 Information to removal and replacement of equipment including, required equipment, points of lift and means of entry and egress.

## **1.6 SUPPORTING DOCUMENTATION FOR INSERTION INTO SUPPORTING APPENDICES**

- .1 Provide Departmental Representative supporting documentation relating to installed equipment and system, including:

- .1 General:
  - .1 Finalized commissioning plan.
  - .2 WHMIS information manual.
  - .3 Approved "as-built" drawings and specifications.
  - .4 Procedures used during commissioning.
  - .5 Cross-Reference to specification sections.
- .2 Mechanical:
  - .1 Installation permits, inspection certificates.
  - .2 Piping pressure test certificates.
  - .3 Ducting leakage test reports.
  - .4 TAB and PV reports.
  - .5 Charts of valves and steam traps.
  - .6 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

## **1.7 USE OF CURRENT TECHNOLOGY**

- .1 Use current technology for production of documentation. Emphasis on ease of accessibility at all times, maintain in up-to-date state, compatibility with user's requirements.
- .2 Obtain Departmental Representative's approval before starting Work.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not used.

## **Part 3 Execution**

### **3.1 NOT USED**

- .1 Not used.

**END OF SECTION**