

Part 1 General**1.1 RELATED SECTIONS**

- .1 Section 23 25 00 Water Treatment Systems

1.2 SUMMARY

- .1 General:

- .1 The contractor shall provide Operations and Maintenance Manual (O&M) to Departmental Representative, Project Manger, Facility Operator and Cx Manager.

- .2 Related Divisions:

- .1 Division 1
 - .2 Division 2
 - .3 Division 23
 - .4 Division 25
 - .5 Division 26

- .3 Acronyms:

- .1 BMM - Building Management Manual.
 - .2 Cx - Commissioning.
 - .3 PI - Product Information.
 - .4 PV - Performance Verification.
 - .5 WHMIS - Workplace Hazardous Materials Information System.

1.3 GENERAL REQUIREMENTS

- .1 Standard letter size paper 216 x 292 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.
- .5 Prior to commencement, co-ordinate requirements for preparation, submission and approval with Cx Manager

1.4 GENERAL INFORMATION

- .1 Provide to Departmental Representative and Cx Manager for review the O & M Manual as per the following Checklist

- Must be in a **3 “D” ring type loose leaf binder** labelled on the front cover and on the binder edge with the following information: Building Name and address, project name, project number, completed date (ex. October 2011).
- **Title Page** : O&M manual for building name, address, date, general contractor information: name address & phone numbers, consultant: name address & phone numbers.
- **Index**: sections as follows
- **A – Warranties** - Signed ‘ Letter of warranty’ : dated, identifying project by name, project number, location as well as warranty period. Any extended warranty of equipment only must be identified also. The Warranty letter **MUST INCLUDE THE ACTUAL SUBSTANTIAL COMPLETION DATE** as the warranty start date. Include the warranty inspection date at the 11 month of the warranty period.
- **B - Contact information** - for all sub-contractors & suppliers.
- **C - Reports**: copy of all pre-functional tests, start-up reports, functional test reports, and all other required certifications required by National Building Code.
- **D – As built drawings** – changes marked in ‘Red ink’
- **E-Completed CMMS Data Sheets-** Not required.
- **G, H... – Tab for each piece of new equipment (i.e. ‘boiler # 1)**
 - to include:
 - Copy of approved shop drawing
 - Copy of Specific Service and Maintenance manual for each.
- **Last Tab : misc.**

Part 2	Products
2.1	NOT USED
.1	Not Used.

Part 3	Execution
3.1	NOT USED
.1	Not Used.

END OF SECTION