

**Part 1            General**

**1.1            RELATED SECTIONS**

- .1      Section 01 78 00 – Closeout Submittals.

**1.2            DESCRIPTION**

- .1      Demonstrate scheduled operation and maintenance of equipment and systems to Departmental Representative's personnel prior to date of final inspection.
- .2      Departmental Representative will provide a list of Departmental Representative's personnel to receive instructions,
- .3      Cooperate with Departmental Representative in coordinating time and attendance of Departmental Representative's personnel with manufacturer's training Representative(s).

**1.3            QUALITY CONTROL**

- .1      Ensure that only personnel from own forces, Subcontractors or Suppliers competent and fully knowledgeable in the particular material component, equipment or system installation are used to provide training and demonstrations.
- .2      When specified in individual Sections, obtain the manufacturers authorized Representative to demonstrate operation of equipment and systems, instruct Departmental Representative's personnel, and provide written report that demonstration and instructions have been completed.
- .3      Upon request, provide evidence to Departmental Representative of individual Trainer's knowledge and qualifications.

**1.4            SUBMITTALS**

- .1      Submit schedule of time, date and complete list of equipment and systems for which demonstration and training sessions will be provided. Submit schedule a minimum of 2 weeks prior to designated dates, for Departmental Representative's approval.
- .2      Submit report within 1 week after completion of demonstration, that demonstration and instructions have been satisfactorily completed. Provide time and date of when each demonstration was actually given, with list of persons present.

**1.5            CONDITIONS FOR DEMONSTRATIONS**

- .1      Prior to carrying out demonstration and training, ensure that equipment has been inspected and tested, is fully operational, has been performance verified and TAB has been carried out.
- .2      Provide copies of completed operation and maintenance manuals for use in demonstrations and instructions.

**1.6 PREPARATION**

- .1 Verify that conditions for demonstration and instructions comply with requirements.
- .2 Verify that designated personnel are present.

**1.7 DEMONSTRATION AND INSTRUCTIONS**

- .1 Include the following items within the demonstration and training:
  - .1 Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, and maintenance of each of equipment.
  - .2 Instruct personnel in all phases of operation and maintenance using operation and maintenance manuals as the basis of instruction.
  - .3 Review contents of manual in detail to explain all aspects of operation and maintenance.
  - .4 Prepare and insert additional data in operations and maintenance manuals when the need for additional data becomes apparent during instructions.
  - .5 Provide other specific training and instructions as specified in trade sections.

**1.8 TIME ALLOCATED FOR INSTRUCTIONS**

- .1 Observe the allocated time period specified in trade sections. Provide additional time when required to ensure all personnel fully understand all aspects of the information and instructions being provided. Allow for questions by participants.

END OF SECTION