

1 General

1.1 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 WHIMIS - 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 architectural, structural, fire protection, mechanical and electrical 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 architectural systems and equipment installed and commissioned - Section 2.0 of BMM.
 - .6 Information on operation and maintenance of fire protection and life safety systems and equipment installed and commissioned - Section 2.0 of BMM
 - .7 Information on operation and maintenance of mechanical systems and equipment installed and commissioned - Section 2.0 of BMM.
 - .8 Operating and maintenance manual - Section 3.2 of BMM.
 - .9 Final commissioning plan as actually implemented.
 - .10 Completed commissioning checklists.
 - .11 Commissioning test procedures employed.
 - .12 Completed Product Information (PI) and Performance Verification (PV) report forms, approved and accepted by Departmental Representative.
 - .13 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 LIFE SAFETY COMPLIANCE (LSC) MANUAL

- .1 Samples of LSC Manual will be available from Departmental Representative..
- .2 Content of Manual:
 - .1 All possible Emergency situations modes including: presence of fire and smoke, power failure, lose of water or pressure, chemical spills and refrigerant release.
 - .2 Failure of elevators and escalators.
 - .3 HVAC emergencies and fuel supply failures.
 - .4 Intrusion and security breach.
 - .5 Emergency provisions for natural disasters, bomb threats and other disruptive situations.
 - .6 Dedicated emergency generators for high security projects, medical facilities and computer systems.
 - .7 Emergency control procedures for fire, power and major equipment failure.
 - .8 Emergency contacts and numbers.
 - .9 Manual to be readily available and comprehensible to non-technical readers.

1.7 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 Architectural & Structural
 - .1 Inspection certificates, construction permits.
 - .2 PV reports.
 - .3 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.
- .4 Electrical
 - .1 Installation permits, inspection certificates.
 - .2 TAB and PV reports.
 - .3 Electrical work log book.
 - .4 Charts and schedules.
 - .5 Locations of cables and components.
 - .6 Copies of posted instructions.
- .2 Assist Departmental Representative with preparation of BMM.

1.8 LANGUAGE

- .1 English.

1.9 IDENTIFICATION OF FACILITY

- .1 When submitting information to Departmental Representative for incorporation into BMM, use conforming identification following the system for identification of documentation as the one in use in the building.

1.10 USE OF CURRENT TECHNOLOGY

- .1 Use submitting information to Departmental Representative for incorporation into BMM, use conforming identification following the system for identification of documentation as the one in use in the building.
- .2 Obtain Departmental Representative's approval before starting work.

END OF SECTION
