



project closeout

Demonstration and Training

WHAT are these?

These are procedures for instructing the Owner's personnel in the operation of maintenance of systems, equipment, and other building components.

WHEN INCLUDE

This is included in the Work when the Owner requires a training program typically conducted by the manufacturers' representatives. This program usually involves going over the contents of the operation and maintenance manuals.

The Contractor needs to include the cost to the subcontractors of training given by the manufacturers representatives to include in the overall cost of the Work. In addition, the Contractor also schedules the time and place when this can take place.

The cost of all this can be covered in an Allowance.

ALWAYS check your fee and our services as recorded in our contract! The process for handling project closeout documentation occurs at the end of your project, when a large portion of the fee has been spent.

INFORMATION IN THIS MODULE IS TAKEN FROM AIA MASTERSPEC Evaluation Sheets - Section 017900 - Demonstration and Training

TYPICAL INFORMATION INCLUDED

- Basis of system design, operational requirements, and performance and operational criteria help the Owner's personnel understand how systems and equipment should operate. It is important to understand how the facility was designed, including design assumptions and load criteria, and how the Owner intends to operate it.
- Review of documentation consists of reviewing the content of emergency manuals, operation and maintenance manuals, project record documents, system and equipment identification systems, warranties, and maintenance service agreements.
- Emergency instructions and procedures include those required for operating the facility during various emergencies and should include step-by-step instructions for each type of emergency.
- Operation instructions and procedures include those required for normal operation of the facility and should include step-by-step instructions.
- Adjustment instructions address alignments and adjustments for noise, vibration, economy, efficiency, and other operational parameters.
- Troubleshooting procedures include instructions for diagnosing operating problems and procedures for testing and inspecting.
- Maintenance procedures include preventive and routine maintenance, such as inspection procedures, methods of cleaning and lubrication, replacement of wearing parts, and instructions for using special tools.
- Repair procedures include instructions for diagnosing repair problems and instructions for the disassembly, component removal, replacement, and reassembly of equipment. Major repairs are usually handled by a factory-authorized service representative or under a maintenance service agreement and are not covered in the training program. USE this form to track and sort RFI's: Valid RFIs resulting from lack of clarity or coordination in the documents, and unnecessary RFIs..

CONTRACTOR'S WORK

The Contractor collects the training materials (videos, manuals, etc.) to be submitted to the Owner.

The Owner might require the format for these materials, including the inclusion of selected topics for incorporation in the BIN model database.

COORDINATION

Demonstration and training have to be closely coordinated with commissioning.

THE Owner is responsible for coordinating educational sessions for its personnel and users with the Contractor and suppliers

The Contractor is responsible for coordinating education sessions with its subcontractors and suppliers.