

project closeout

operation and maintenance manuals

Operation and Maintenance Manuals

are furnished by vendors, installers, manufacturers, and others providing materials, products, and equipment for the project.

They are collected, organized, and prepared by submission by the Contractor. They are submitted to the Architect at Substantial Completion. The Architect reviews the manuals for completeness (against the specs) before issuing the Certificate of Substantial Completion. The submission of the manuals is part of the Contract Closeout procedure, and if it is not done, or it is incomplete, the Work is not complete.

The Operation and Maintenance Data Manuals required for the Project are listed in the Specifications.

ASK THE OWNER'S REPS HOW DO THEY WANT THE MANUALS. ELECTRONIC FORMAT HAS MANY ADVANTAGES, SO TYPICALLY IT IS PREFERRED.

Operation and maintenance manuals are prepared to convey essential information to the Owner's personnel on systems, subsystems, and equipment not part of a system. They contain information for use during an emergency and procedures and instructions for the safe and efficient operation of systems and equipment. They also contain procedures and information for the care, maintenance, and repair of products, materials, and finishes.

TYPES OF MANUALS

- **OPERATION AND MAINTENANCE DIRECTORY MANUALS** provide a reference to the information contained in the other four manuals, enabling the user to more readily find the desired information.
- **EMERGENCY MANUALS** provide information needed to protect life and property and to minimize disruptions to building occupants during emergency situations. This information must be immediately available and understandable. These manuals provide specific procedures to be followed in response to each type of emergency.
- **SYSTEMS AND EQUIPMENT OPERATION MANUALS** provide information needed for the day-to-day operation and management of operating systems; they describe systems, subsystems, and equipment and include operating standards and routine and special operating procedures.
- **SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS** provide information on systems, subsystems, and individual equipment not part of a system. Examples of equipment include elevators, dock levelers, and components of major building systems, such as fans. Items typically included are manufacturers' maintenance documentation, preventive maintenance procedures and their frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
- **PRODUCT MAINTENANCE MANUALS** provide information on cleaning and maintaining products, materials, and finishes. Many surfaces, such as highly polished reflective metal surfaces, require special care and might be damaged without detailed instructions on care and maintenance. Also, information must be included for protecting adjacent materials that could be damaged by a cleaning operation. Product maintenance also covers such basic tasks as the lubrication of hinges and the replacement of broken glass on fire-extinguisher cabinets.

OTHER DOCUMENTS

Other documents, like Product Data Sheets, and Shop Drawings may be included if appropriate or directed by the Owner.

INFORMATION IN THIS MODULE IS TAKEN FROM the AIA MasterSpec Evaluations for Section 07900 - Project Closeout..