1. RELATED SECTIONS

.1 Facility Start-Up Procedures: Section 01811.

2. CONTRACTOR LED SEMINARS

.1 Contractor shall organize equipment and system seminars for the following:

.1 All Division 15 Mechanical equipment and systems.
.2 All Division 16 Electrical equipment and systems.

.2 Contractor shall chair the seminars and be responsible for the following, as specified in this Section:

.1 Preparation of agendas and outlines.
.2 Seminar organization.
.3 Explanation of design philosophy.
.4 Equipment presentations.
.5 System demonstrations.
.6 Seminar and demonstration questions.

4. PREPARATION OF AGENDAS AND OUTLINES

.1 Prepare agendas and outlines including the following:

.1 Equipment and systems which will be included in seminars.
.2 Name of companies and representatives presenting at seminars.
.3 Outline of each seminar's content.
.4 Time and date allocated to each system and item of equipment.
.5 Provide separate agenda for each system

5. SEMINAR ORGANIZATION

.1 Coordinate content and presentations for seminars.
.2 Coordinate individual presentations and ensure representatives scheduled to present at seminars are in attendance.
.3 Arrange for presentation leaders familiar with the design, operation, maintenance and troubleshooting of the equipment and systems. Where a single person is not familiar with all aspects of the equipment or system, arrange for specialists familiar with each aspect.

.4 Coordinate proposed dates for seminars with owner and select mutually agreeable dates.

6. EXPLANATION OF DESIGN PHILOSOPHY

.1 Explain design philosophy of each system. Include following information:

.1 An overview of how system is intended to operate.
.2 Description of design parameters, constraints and operational requirements.
.3 Description of system operation strategies.
.4 Information to help in identifying and troubleshooting system problems.

7. EQUIPMENT PRESENTATIONS

.1 Present information dealing with equipment. Include following in presentations:

.1 Explanation of how equipment operates.
.2 Start and Stopping procedures
.3 Recommended preventative and routine maintenance.

8. SYSTEM DEMONSTRATIONS

.1 Demonstrate operation of equipment and systems. Include the following in demonstration:

.1 Start-up and shut down.
.2 Operation.
.3 Scheduled and preventative maintenance.
.4 Troubleshooting.

.2 Demonstration may be conducted at time of original starting with Owner prior approval.

9. SEMINAR AND DEMONSTRATION QUESTIONS

.1 Be prepared to answer all questions raised by owner at demonstrations and seminars. If unable to satisfactorily answer questions immediately, provide written response within three days.