OPERATION & MAINTENANCE MANUAL
REQUIREMENTS

Due to conflicting published O&M Manual requirements for the various construction disciplines, this document shall supersede all other published data concerning O&M Manual submissions until such time that the conflicting publications are changed to match.

All construction disciplines shall conform to this pattern for O&M Manual submissions:

- **Quantities**
  - Submit 1 (one) complete set of O&M Manual binders (hard copy).
  - Submit 3 identical copies of CDs containing the complete electronic version of the O&M Manual binder set.

- **Submission Times**
  - Submit preliminary copy of the manuals early in the project (e.g. a 1 year project should have the preliminary copy of the manuals submitted 3 months before completion).
  - Submit final copy of the manuals minimum 3 weeks before the training seminars are scheduled.

- **Binder Construction**
  - Dark green binder with gold writing
  - Hard cover, fabric
  - 3 hole
  - Metal piano hinge
  - Expandable, lockable
  - Writing shall be on cover and on spine
  - Binder cover and spine should contain the following information as represented in the attached layout:
    - Discipline
    - “Operation and Maintenance Manual”
    - “University of Alberta”
    - Building Number
    - Building Name
    - Project name
    - Volume #

- **Binder contents shall include the following information as applicable to the discipline and to the project:**
  - Tabs separating sections
  - Table of contents
  - Description of systems (*provided by the Consultant*)
  - Description of system interfaces (shut-downs, door hardware, security, controls, mechanical systems, interlocks, etc)
• Sequence of operation (*provided by the Consultant*)
• Schematics
• Wiring diagrams
• Maintenance requirements
• Spare/replacement parts list
• Tag lists
• List of suppliers, contractors, consultants
• Drawing list
• Shop drawing index
• Approved shop drawings
• Certification
• Start-up procedures
• Fire alarm verification certificate
• Copies of registered Design Professional ABC schedules
• Software programming system printout
• Warranties/bonds
• Factory installation & operation manuals, factory maintenance brochures
• Troubleshooting manuals
• Adjustment procedures
• Test reports/results (air & water balance reports, etc.)
• Commissioning reports
• Record drawings (full sized paper and AutoCAD)
• Controls description and shop drawings
• Training Seminar Materials

• Disciplines requiring more than one binder in a complete set should have the binders labeled 1 of X, 2 of X, 3 of X, etc.
• Smaller projects that obviously do not require large piano hinged O&M binders should have the same information submitted as above as applicable minus the piano hinged binder.
• A Red binder with white lettering “Emergency Manual” shall only be provided for certain identified projects (generally lab buildings only).

If you have any comments or suggestions, please forward them to the undersigned.

Thank you.

Regards,
Darren St.Hilaire, P.Eng
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Design and Technical Services, Planning and Project Delivery, Facilities and Operations
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darren.sthilaire@ualberta.ca
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