

UT SEAY Owner Training Plan

Owner Training			
Section	Scope	Specification	Description
Division 8	Finish Hardware	08 71 00 - 3.4	Instruct Owner's Personnel in proper adjustment and maintenance of hardware and hardware finishes, during the final adjustment of hardware.
Division 11	Safety Barrier System	11 14 13 - 3.4	Demonstrate to owner's maintenance personnel the proper methods to adjust, operate and maintain safety barrier equipment.
Division 12	Horizontal Louver Blinds	12 21 13 - 3.5	Engage a factory-authorized service representative to train owner's maintenance personnel to adjust, operate, and maintain systems.
Division 12	Roller Window Shades	12 24 13 - 3.5	Engage a factory-authorized service representative to train owner's maintenance personnel to adjust, operate, and maintain motor-operated roller shades.
Division 14	Hydraulic Elevator	14 24 00 - 3.5	Check operation of elevator with owner's personnel present before date of substantial completion and as outlined in the UT Elevator guidelines. Determine that operation systems and devices are functioning properly.
Division 21	Fire Suppression	21 13 13 - 3.14	Demonstrate equipment, specialties, and accessories. Review operating and maintenance information. Schedule demonstration with the University with at least seven days advance notice. Schedule final Acceptance Test with University with at least seven days advance notice.
Division 23	Direct Digital Control Systems	23 09 23A - 3.13	The contractor shall train Owner-designated technicians in each of two sessions. One shall be in the field training for each installed controller and controls device. The other session shall consist of front end workstation training designed for systems operators and administrators, which shall cover the new BAS graphics, their operation (alarm processing, equipment on/off, auto/manual, data trending, etc.), and sequences of operation. Provide printed training material for each student which outlines and summarizes the training content. Contractor shall provide pricing for base bid factory training per section 3.13 - C if requested. Upon owner request, in addition to the training required in paragraph 3.13, provide a quote for comprehensive automation system training as a separate line item on the proposal for comprehensive automation system training per section 3.14.
Division 23	Variable Frequency Drive	23 29 23A - 1.09	The manufacturer shall provide and present to the owner, at no additional cost to the owner, a training and trouble-shooting course at the owner's location. The trainer shall be certified and factory trained by the equipment manufacturer. This course shall be made available to the owner's maintenance personnel within 30 days of start-up.
Division 26	Fault & Coordination Study and Arc Flash Hazard Analysis	26 05 73 - 3.3	The equipment vendor shall train up to 16 personnel for the potential arc flash hazards associated with working on energized equipment (minimum 4 hours). Maintenance procedures in accordance with the requirements of NFPA 70E, standard for electrical safety requirements for employee workplaces, shall be provided in the equipment manuals. The training shall be certified for continuing education units (CEUs) by the International Association for Continuing Education Training (IACET).
Division 26	Medium-Voltage, Pad-Mounted Switchgear	26 13 29 - 3.7	Engage a factory-authorized service representative to train owner's maintenance personnel to adjust, operate, and maintain systems.
Division 26	Generator Docking Stations	26 25 50 - 3.5	Engage a factory-authorized service representative to train owner's maintenance personnel to adjust, operate, and maintain the dual purpose generator docking station and related equipment. Provide a minimum of 2 hours of on site training.
Division 26	Engine Generator	26 32 13 - 4.1	Provide on-site training for owner's designated personnel in the construction, operation, maintenance, troubleshooting and repair of the engine generator. Formal training for the operation and maintenance shall be provided by factory trained and certified personnel.
Division 26	Automatic Transfer Switches	26 36 23 - 4.1	Provide on-site training for owner's designated personnel in the construction, operation, maintenance, troubleshooting and repair of the automatic transfer and bypass/isolation switch. Formal training for the operation and maintenance shall be provided by factory trained and certified personnel.
Division 27	Communications	27 00 00 - 1.7 (UT Standards)	Training shall take place within 2 weeks after substantial completion and shall include programs for on-site operations and maintenance of telecom & audio/video systems. Training shall be for not more than ten people, shall be held at the owner's site in Austin, Texas, and shall be of sufficient duration and depth to ensure that the trained personnel can operate the installed systems and can perform usual and customary maintenance actions.
Division 27	Special Communications	27 41 16 - 1.2	Provide a minimum of 2 hours of in service training with the system. These sessions shall be broken into segments that facilitate the training of the system users in operating station equipment. Operating manuals and user's guide shall be provided at the time of training and required number of copies at 'Project Closeout'.
Division 27	Audiovisual Infrastructure	27 41 17 - 1.10	Provide owner training as described in general conditions. As a minimum, provide 4 hours total instruction (within two trips to site) regarding AV systems operation to Owner-designated personnel. Schedule instruction time(s) with owner to occur after completion of final tests and adjustments. Coordinate with owner in advance to schedule instruction time. Document date, time, and attendees of the training session and include documentation in operation and maintenance manuals to serve as record of trained personnel.
Division 28	Fire Alarm System	28 31 00 - 3.05	Upon completion of the installation, the contractor must perform complete and comprehensive training of the system to UT personnel as designated by the owner. Training shall include two 4-hour sessions to train personnel on the proper use of a response to the system.
Division 28	Fire Alarm System	28 31 00 - 3.05	Factory Level Training shall be provided for a minimum of two (2) UT FSSS technicians. The training shall be conducted by the manufacturer's representative and shall incorporate standard training on panel operations including programming. All expenses of training, including travel and subsistence expenses shall be provided by the