

28 OPERATION AND MAINTENANCE DATA (SECTION 01730)

28.1 Part 1 General

28.1.1 Quality Assurance

- A. The Contractor shall prepare instructions and data by personnel experienced in maintenance and operation of described products.

28.1.2 Format

- A. The Contractor shall prepare data in the form of an instructional manual.
- B. Binders: Commercial quality, A4 210x297mm, three D side ring binders with durable plastic covers; 75mm maximum ring size. When multiple binders are used, the Contractor shall correlate data into related consistent groups.
- C. Cover: The Contractor shall identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS, identify title of Project and identify subject matter of contents.
- D. The Contractor shall provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
- E. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- F. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- G. The Contractor shall arrange content under section numbers and sequence of Table of Contents of the Project Manual.

28.1.3 Contents, Each Volume

- A. Table of Contents: The Contractor shall provide title of Project; names, addresses, and telephone numbers of Engineer and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- C. Product Data: The Contractor shall mark each sheet to clearly identify specific products and component parts, and data applicable to installation. He shall delete inapplicable information.