

Building Operation and Maintenance Manual

Outline

1. Introduction

- Purpose of the Manual
- Project Overview
- Building Description
- Contact Information

2. General Information

- List of Key Personnel
- Emergency Procedures
- Site Plan
- As-Built Drawings

3. Building Systems Overview

- Architectural
- Structural
- Mechanical (HVAC, Plumbing)
- Electrical
- Fire Protection
- Special Systems (Elevators, Security, etc.)

4. Operation Procedures

- Building Access and Security
- Opening and Closing Procedures
- Equipment Start-up and Shutdown

5. Maintenance Procedures

- Routine Maintenance Schedule
- Preventive Maintenance Tasks
- Troubleshooting Guides

6. Warranties and Service Contracts

- Warranty Details
- Service Provider Contact List

7. Project Close-out Documents

- Certificates
- Test and Commissioning Reports

- Product Data Sheets

8. **Appendices**

- Manufacturer Manuals
- Spare Parts List
- Maintenance Logs and Forms