



FORM GRN 25: DOCUMENTATION & TRAINING COMPLIANCE FORM

THIS FORM IS TO BE COMPLETED PRIOR TO FINAL INSPECTION

Project Address: _____ Permit Number: _____ - _____ - _____

Part One: Documentation

ITEM #	SYSTEM MANUAL ELEMENTS	PAGE NUMBER IN MANUAL
SITE INFORMATION		
1	General (i.e. address, acreage, local utility information, other)	
2	Facility description (i.e. use/function, square footage, occupancy type, construction type, basis of design, location of major systems & equipment)	
3	Project history (i.e. project requirements (BOD/OPR), project undocumented events, record drawings & documents, final control drawings and schematics, final control sequences, construction documents)	
4	Current requirements (i.e. building operating schedules, space temperature, humidity, pressure, CO ₂ setpoints, summer and winter setback schedules, chilled and hot water temperatures, as-built control setpoints & parameters)	
SITE CONTACT INFORMATION		
5	Owner Information	
6	Emergency contacts	
7	Design Team (i.e. architect, mechanical engineer, electrical engineer, other)	
8	Prime Contractor contact information	
9	Subcontractor information	
10	Equipment supplier contact information	
BASIC OPERATIONS & MAINTENANCE		
11	Basic operation (i.e. narratives of basic equipment operation, interfaces, interlocks & interaction with other equipment & systems, initial maintenance provided by the contractor)	
12	General site operating schedules (i.e. instructions for changes in major system operating schedules, instructions for changes in major system holiday & weekend schedules)	
13	Basic troubleshooting (i.e. cite recommended troubleshooting procedures specific to major systems & equipment, manual operation procedures, standby/backup/bypass operation procedures, major system power fail resets and restarts, trend log listing)	
14	Recommended maintenance events log (i.e. HVAC air filter replacement schedule & log, building control system sensor calibration schedule & log)	
15	Operation & maintenance manuals (location or delivery information)	
MAJOR SYSTEMS		
16	HVAC systems & controls (i.e. AC equipment, heating equipment, air distribution equipment, ventilation equipment, building automation system)	
17	Indoor lighting systems & controls (i.e. lighting control panels, occupancy sensors, daylight harvesting systems)	



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18	Renewable energy systems (i.e. photovoltaic panels & inverters, wind powered electrical generators & inverters)	
19	Landscape irrigation systems (i.e. water distribution diagrams, and control system)	
20	Water reuse systems (i.e. reclaimed water system for indoor use, reclaimed water for irrigation use)	
SITE EQUIPMENT INVENTORY & MAINTENANCE NOTES		
21	Spare parts inventory	
22	Frequently required parts and supplies	
23	Special equipment required to operate or maintain systems	
24	Special tools required to operate or maintain systems	
SPECIAL INSPECTIONS		
25	Copies of any special inspection verifications pertaining to systems being commissioned	
OTHER		
26	Other resources and documentation	

Part Two: Training

ITEM #	TRAINING PROGRAM ELEMENTS	PAGE NUMBER IN TRAINING DOCUMENT
1	System/equipment overview (i.e. what it is, what it does, and with what other systems and/or equipment it interfaces)	
2	Review and demonstration of servicing & preventative maintenance	
3	Review of the information in the Systems Manual	
4	Review of the record drawings on the system/equipment	

Owner/Owner Representative Acknowledgement

- Documentation of the operational aspects of the building shall be completed within the systems manual and delivered to the building owner or representative and facilities operator. The Systems Manual includes the elements listed in part one of this form.
- When the appropriate maintenance staff is made available prior to the certificate of occupancy, the written training program will be executed to these staff. The written training program includes the elements listed in part two of this form.

Name: _____

Owner Owner Representative

Company Name (if applicable): _____

Signature: _____

Date: _____