

OPERATION AND MAINTENANCE MANUAL PROCEDURE

The following describes a step by step process to be followed to ensure a timely review of O&M Manuals.

Steps and Description of Tasks	Responsible Person	Time Schedule
1. Submits 2 initial copies for review and 4 final copies of the Operational and Maintenance Manuals to the Construction Management Representative(CMR), as specified in Section 01785.	Contractor	Contract specification (Section 01785) requires the contractor to provide O&M manuals before final inspection
2. Determines who will review the O&M Manuals. The complexity of the project, the expertise of the CMR and the design A&E, and the funding status will determine who will review the manuals.	Project Manager or COR	
3. Reviews the manual for completeness. If in error or incomplete, return one entire manual for correction. CMR to retain one manual for temporary use. If manual is complete, Project Manager may direct CMR to review the manual on-site or to forward one copy of the manual to A&E designer.	CMR	Maximum 4 days
4. Technically reviews and provides written comments on the contractor-submitted operation and maintenance manuals. A&E returns copy of manual and review comments to the CMR.	CMR or A&E Designer	Maximum 10 days
5. If manual is not acceptable, sends one copy of manual with comments to Contractor for his corrections. Repeats steps 1 through 4.	CMR	Maximum 4 days
6. Prepares and signs O&M manual transmittal cover letter to the park and CMR.	Project Manager or COR	
7. If the manual is approved, obtains O&M manual transmittal cover letter from Project Manager. Sends letter with 3 complete manuals to park. Sends copy of cover letter with one set of O&M manuals to Project Manager	CMR	Maximum 4 days
8. Forwards letter and manual to Technical Information Center	Project Manager or COR	

Note: If technical assistance is received from an A/E in step 4, this work becomes part of the A/E contract, along with all references to designer. All procedures remain the same.