














<p><b>1. Introduction</b></p> <p>Date Instructor Name Company Name Project Name</p> <p> <b>Stop</b></p>
<p><b>2. Equipment Location</b></p> <p>A. Location of Equipment (Drawing Page Numbers) B. Room (Name and Number)</p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>
<p><b>3. Description of Equipment and Its Purpose</b></p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>
<p><b>4. Design Criteria</b></p> <p>A. Overall System Architecture and Intent of Design B. Operating Temperatures C. KW/AMPS/VOLTS/WATTS D. Flows GPM/FPM, Volume/Capacity E. ETC.</p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>
<p><b>5. O&amp;M Information</b></p> <p>A. Start up sequence: 1. Review of system/equipment startup checklists B. Equipment operation: 1. Equipment interface with Building Management System (BAS) 2. Occupied mode run time or duty cycle, night or holiday setback and special event mode operation. 3. Equipment interlocks/interface to valves, dampers, fans, pumps, VFD's or other motors and equipment. C. Equipment maintenance: 1. Access 2. Service 3. Repair 4. Replacement D. Equipment troubleshooting: 1. Alarms E. Emergency Shutdown Procedures</p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>
<p><b>6. Attic Stock, Location and Purpose</b></p> <p>A. List of Repair Parts/Supplies Needed for Equipment B. Storage Requirements</p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>
<p><b>7. Warranty (standard/extended Information)</b></p> <p> <b>Question and Answers</b></p> <p> <b>Stop</b></p>