SECTION 01783

operating and maintenance data

# GENERAL

## WORK INCLUDED

### Operation and maintenance manual.

## RELATED WORK

### Section 01000 – General Requirements

### Section 01300 – Shop Drawings and Submittals

### Section 11000 – Equipment General Provisions

## SUBMITTALS

### Furnish the following submittals.

| **Submittal** | **Description** |
| --- | --- |
| Operation and Maintenance Manual | Furnish as described below. |
| Equipment Data Sheets | Submit for equipment furnished under each specification section. Include data sheets in Operation and Maintenance Manual. Use attached form and follow format of attached sample Data Sheet to summarize equipment furnished, nameplate data, and equipment manufacturer's maintenance instructions and recommendations. |

## OPERATION AND MAINTENANCE MANUAL

### Prepare and submit 3 hard copies of Operation and Maintenance Manual with a compiled searchable electronic PDF copy. Deliver copies in D-ring binders tabbed and indexed by specification sections. Include table of contents. Label binders with project name.

### Each section of Operation and Maintenance Manual shall include the following information (where required by contract documents) returned and stamped “approved:”

#### Equipment data sheet describing function of equipment.

#### Catalog data

#### Shop drawings

#### Installation or application instructions

#### Operation and maintenance instructions

#### Parts List

#### Name, address and telephone number of the supplier.

### Before requesting payment at the 80% completion level submit a copy of the Operation and Maintenance Manual containing copies of material available at that time for DISTRICT's review.

### Within 30 days after approval by DISTRICT of the submittal, submit remaining copies of Operation and Maintenance Manual once all information is available.

## UNIT PRICES

### Payment for operation and maintenance manuals required in Contract Documents will be included in the price bid for items of work for which sections of Operation and Maintenance Manuals are required.

# PRODUCTS (Not used)

# EXECUTION (Not used)

# END OF SECTION

**EQUIPMENT MAINTENANCE DATA SHEET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVENTIVE MAINTENANCE PROGRAM** | | **EQUIPMENT RECORD NUMBER** | | | | | | |
| **EQUIPMENT DESCRIPTION** | | **ELECTRICAL OR MECHANICAL DATA** | | | | | | |
| Name: | | Nameplate Horsepower: | | | | | | |
| Serial No.: | | Model: | | | | | | |
| Vendor: | | Catalog Number (polyphase motors): | | | | | | |
| Vendor Address: | | Type: | | | | | | |
|  | | Manufacturer: | | | | | | |
| Vendor Rep: | | Voltage: | | | Measured Current: | | Nameplate Current: | |
| Phone: | | Phase: | | | Overload Relay Setting: | | rpm: | |
| **MAINTENANCE AND LUBRICATION WORK TO BE DONE** | | | | | | | | Frequency\* |
|  | | | | | | | |  |
| **SPARE PARTS LIST** | | | **FUSES/LAMPS/SEALS** | | | | | |
| Quantity | Part & Part Number | | Qty | Size | | Type & Ordering Description | | |
|  |  | |  |  | |  | | |
|  |  | |  |  | |  | | |
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|  |  | |  |  | |  | | |
| **WARRANTY AND OPERATING REQUIREMENTS AND REFERENCE** | | | | | | | | |
|  | | | | | | | | |

\*D - Daily; W - Weekly; B - Biweekly; M - Monthly; Q - Quarterly; S - Semiannually; A - Annually

**SAMPLE**

**EQUIPMENT MAINTENANCE DATA SHEET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVENTATIVE MAINTENANCE PROGRAM** | | **EQUIPMENT RECORD NUMBER** | | | | | | |
| **EQUIPMENT DESCRIPTION** | | **ELECTRICAL OR MECHANICAL DATA** | | | | | | |
| Name: Influent Pump No. 1  Tag No.: P01-1 | | Nameplate Horsepower: 15 HP | | | | | | |
| Serial No.: 123456ABC | | Model: 140T Frame  Serial No. 987654ZY  Class F Insulation  w/ Space Heater | | | | | | |
| Vendor: ABC Pump Co. | | Catalog Number (polyphase motors): M36999b | | | | | | |
| Vendor Address:  1234 Richter Avenue  Irvine, CA 92604 | | Type: | | | | | | |
|  | | Manufacturer: DEF Motors, Inc. | | | | | | |
| Vendor Rep: XYZ Equipment, Inc. | | Voltage: 460 | | | Measured Current: 18 amps | | Nameplate Current: 20 amps | |
| Phone: 949-752-0505 | | Phase: 3 | | | Overload Relay Setting: 25 amps | | rpm: 1,800 | |
| **MAINTENANCE AND LUBRICATION WORK TO BE DONE** | | | | | | | | Frequency\* |
| 1. Operate valves and check such things as a) bearing temperature, b) changes in running sound, c) suction and discharge gage readings, d) pump discharge rate, and e) general condition of the drive equipment.  2. Check packing.  3. Check pumping unit for any dust, dirt or debris.  4. Lubricate bearing frame and motor bearings (consult manufacturer's instructions for type of grease or oil).  5. Disassemble and change or repair the following: a) impeller, b) shafts, c) shaft sleeve, d) rotary seals, and e) sleeve bearings. | | | | | | | | D  D  W  Q  A |
| **SPARE PARTS LIST** | | | **FUSES/LAMPS/SEALS** | | | | | |
| Quantity | Part & Part Number | | Qty | Size | | Type & Ordering Description | | |
|  |  | |  |  | |  | | |
|  |  | |  |  | |  | | |
|  |  | |  |  | |  | | |
| **WARRANTY AND OPERATING REQUIREMENTS AND REFERENCE** | | | | | | | | |
| For manufacturer's instructions regarding installation, operation, maintenance and troubleshooting of this equipment, see Volume \_\_\_\_, Section \_\_\_\_. | | | | | | | | |

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