

920 - Owner Training

920.1 Training Manual: The Commissioning Plan shall identify the party responsible for developing the Project training manual and the schedule for its submittal for owner review. If Commissioning is not required for the Project then the Architect-Engineer shall develop the Project training manual and the schedule for its submittal for owner review.

The project training manual shall identify appropriate training requirements including:

- The quantity of training required
- The approximate “Project cycle” training schedules
- The identification of systems and components requiring training
- Delivery, documentation and recording requirements
- Training agenda covering subject matter, support materials, and documentation requirements
- Audience: the Using Agency maintenance and operations staff.
- Acceptance procedures
- Method of evaluating training effectiveness

920.2 Training Delivery and Recording Requirements: Training meetings shall be recorded and shall have a:

- Sign In Sheet
- Training agenda
- Professionally Edited Video Training with spliced screen shots that shall be of a quality that is usable by the Using Agency staff. This video shall be provided as a DVD or MPG4 Standard.

920.3 Contractor’s Responsibilities: The training requirements that impact the Contractor’s scope shall be identified in the Contract Documents.