

Commissioning - Systems Manual Overview

Section 019113-9

SYSTEMS MANUAL: *A system-focused composite document that includes the Owner's Project Requirements, record documents, operation manual, maintenance manual, and additional information of use to the Owner during the Occupancy and Operations Phase¹.*

See Section 019113-9.1 for a Sample Systems Manual Table of Contents.

Systems Manual Development: Responsibility for developing and maintaining the Systems Manual shall be identified in the Commissioning Plan. The assignment of this responsibility will depend on the project scope, the available resources, and complexity of the systems. Responsibility for development could be assigned to the Commissioning Authority, the Architect–Engineer, the contractor, or the Using Agency.

1 ASHRAE. 2004. *ASHRAE Guideline 0 – The Commissioning Process*. American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Atlanta, GA.