I. Facility Level
   A. Executive Summary
      1. Facility Description
      2. Facility Capabilities and Limitations
      3. Involved Parties
   B. Owner’s Project Requirements
   C. Basis of Design
   D. Construction Record Documents and Specifications (not included in specific systems sections)
   E. Approved Submittals (not included in specific systems sections)
   F. Facility Operating Procedures
      1. Normal Mode of Operation
      2. Abnormal Mode of Operation
      3. Emergency Mode of Operation
   G. Recommended Operational Record Keeping Procedures
      1. Sample Forms
      2. Trend Logs
      3. Other
   H. Maintenance Procedures, Schedules, and Recommendations
      1. Manufacturers’ Recommended Maintenance Procedures
      2. Maintenance Schedule
   I. On-Going Optimization
      1. Periodic Benchmarking Schedule
      2. Owner’s Project Requirements Maintenance Procedures
   J. Training Records (not included in specific systems sections)
   K. Attachments
      1. Commissioning Documents Index
      2. Document Storage Locations

II. XXX System/Assembly
   A. Executive Summary (XXX System/Assembly)
      1. System/Assembly Description
      2. System/Assembly Capabilities and Limitations
      3. Involved Parties
B. Owner’s Project Requirements (XXX System/Assembly)
C. Basis of Design (XXX System/Assembly)
D. Construction Record Documents and Specifications (XXX System/Assembly)
E. Approved Submittals (XXX System/Assembly)
F. General Operating Procedures (XXX System/Assembly)
   1. Normal Mode of Operation
   2. Abnormal Mode of Operation
   3. Emergency Mode of Operation
G. Recommended Operational Record Keeping Procedures (XXX System/Assembly)
   1. Sample Forms
   2. Trend Logs
   3. Other
H. Maintenance Procedures, Schedules, and Recommendations (XXX System/Assembly)
   1. Manufacturers’ Recommended Maintenance Procedures
   2. Maintenance Schedule
I. On-Going Optimization (XXX System/Assembly)
   1. Periodic Benchmarking Schedule
   2. Owner’s Project Requirements Maintenance Procedures
J. Operations and Maintenance Manuals (XXX System/Assembly)
   1. Manufacturer’s Printed Operations and Maintenance Manuals
   2. Parts and Spare Parts List
   3. Troubleshooting Guide
   4. 1-line Diagrams
K. Training Records (XXX System/Assembly)
L. Commissioning Report (XXX System/Assembly)
   1. Test Procedures
   2. Test Results
   3. Blank Test Forms

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