

READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [“ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

PART 1 GENERAL

1.01 SUMMARY

- A. Prior to Substantial Completion, the Port’s operating and maintenance staff shall receive orientation and training on all modes, functions, operations and maintenance of all products, systems or equipment as identified in the technical specifications.
- B. Video requirements for operations and maintenance procedures for specific products, systems or equipment are as identified in the technical specifications. The time and place of the instruction period shall be coordinated by the Contractor with the Engineer.

1.02 REQUIREMENTS/QUALIFICATIONS

- A. The Training Plan and Syllabus developed by the Contractor shall detail the content of the training and shall be submitted for acceptance by the Engineer prior to the scheduling of any training.
- B. Training sessions shall be repeated to cover three (3) Port operational and maintenance shifts: first, second and third shifts.
- C. The Engineer can require additional training if the instruction is not deemed adequate for safe turnover and operations by Port personnel.

RE shall confirm with PM, Maintenance and F&I if project warrants the use of Port professional videographers. If yes, include paragraph E and delete D; otherwise include D and delete E.

- D. For Training Sessions, Contractor shall provide high definition video resolution in mp4 format file. Audio must be of a quality to be easily understood.

[OR]

- E. For Training Sessions, Video recordings will be conducted by the Port.

- F. As agreed to by the Engineer, manufacturer's standard training videos may be accepted where project conditions do not warrant special instructions.

1.03 SUBMITTALS

- A. This training plan and syllabus shall be submitted to Engineer no less than thirty (30) days prior to the proposed training date(s).
- B. Training Plan and Syllabus: The Contractor shall submit for review and approval the Training Plan and Syllabus detailing the content as shown below in 3.02.A.
- C. Include all training materials, aides, and videos as part of the O&M manuals.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 GENERAL

- A. The appropriate trade or manufacturer's representative shall provide the instructions on each major piece of equipment. This person may be the start-up technician for the piece of equipment, the installing Contractor or manufacturer's representative.
- B. Trainers shall have practical building operating expertise with an in-depth knowledge of all modes of operation of the specific piece of equipment installed in this project. More than one party may be required to execute the training.

3.02 TRAINING PLAN, PROCESS AND CONTENT

A. Training Plan

- 1. For each piece of equipment or system, the plan will cover the following elements:
 - a. Equipment (included in training)
 - b. Intended audience
 - c. Location of training (offsite/factory, classroom, field)
 - d. Proposed dates and times
 - (1) Training more than a one hour drive from [Seaport Location] requires approved scheduling a minimum of sixty (60) days in advance.
 - e. Objectives
 - f. Detailed outline including system overview
 - g. Subjects covered (description, duration of discussion, special methods, etc.)
 - h. Duration of training on each subject
 - i. Instructor for each subject
 - j. Instructor qualifications
 - k. Methods (classroom lecture, site walk-through, operational demonstrations, written handouts, etc.)

- i. Questionnaire/Testing and evaluation of Port staff for understanding of systems and equipment, safety features, and functional operation.
 - m. Identify required certifications for operating or maintaining equipment.
- B. Training Process and Content:
 - 1. The Contractor shall conduct a site walk-through with Port personnel and the as-built redline drawings.
 - 2. During any demonstration, should the system fail to perform in accordance with the requirements of the O&M manual or sequence of operations, the system will be repaired or adjusted as necessary and the demonstration repeated.
 - 3. Training content shall:
 - a. Utilize the written O&M instructions emphasizing safe and proper operating requirements, preventative maintenance, special tools needed and recommended spare parts inventory.
 - b. Include start-up, operation in all modes possible, including manual, safety, shut-down and any emergency procedures and routine preventative/annual maintenance for all pieces of equipment.
 - c. Discuss of relevant health and safety issues and concerns.
 - d. Discuss maintenance associated with maintaining warranties and guarantees.
 - e. Discuss common troubleshooting and maintenance issues, problems and solutions.
 - f. Discuss of any peculiarities of equipment installation or operation.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. No separate measurement or payment will be made for the work required in this section. The cost for this portion of the work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section