SECTION 017900 – TRAINING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes requirements for instructing Owner's personnel.

1.2 REFERENCES

A. Divisions 2-23 contain the specific systems and items for which training is required.

1.3 SUBMITTALS

A. Training Outline: Submit electronic copy of instructional outline for each training class. Include length of instruction time, and instructors' names for each training class. Include learning objective and outline of training for each training class.

B. Training Plan: Submit an Excel spreadsheet that will track all training required by the specifications, listing the subcontractor responsible, instructor, status of training outline approval, proposed dates, and notes (as needed).

1.4 QUALITY ASSURANCE

A. Instructor Qualifications: A factory-authorized service representative experienced in operation and maintenance procedures. If provided by the manufacturer, must be experienced in planning and conducting training.

B. Pre-training Conference: Conduct conference at Project site. Attendees should be the GC, SRP, and CxA. Review training requirements, methods of training and procedures for training.

C. Coordinate content of training outlines with content of approved O&M manuals.

PART 2 - PRODUCTS

2.1 TRAINING PROGRAM

A. Program Structure: Develop a program that includes individual training modules as required by individual Specification Sections.

B. Training Classes: Develop a learning objective and training outline for each class. Include the knowledge that participant is expected to master. Include the following in each class:
   1. Basis of System Design, Operational Requirements: Contractor may choose to have one training session instructed by the A/E team to satisfy this requirement. Explain choice of particular system and equipment, operating standards, regulatory requirements, equipment function, operating characteristics, and limiting conditions.
2. Operation & Shutdown: Include startup, break-in, control, and safety procedures; stopping and normal shutdown instructions; routine, normal, seasonal, and weekend operating instructions and required sequences for electric or electronic systems.


4. Emergencies: Include instructions on stopping; shutdown instructions; operating instructions for conditions outside normal operating limits; instructions on meaning of warnings, trouble indications, and error messages; and required sequences for electric or electronic systems.

5. Troubleshooting: Include diagnostic instructions, test, and inspection procedures.


7. Repairs: Include diagnosis, repair, and disassembly instructions; instructions for identifying parts; and review of spare parts needed for operation and maintenance.

8. Plan on one training class period for each required training subject unless the RFP requires more class periods.

PART 3 - EXECUTION

3.1 TRAINING OUTLINE REVIEW

A. Forward all training outlines to the SRP PM and the CxA (if hired on this project) for review of content, organization, and time. The training outlines may be reviewed by SRP's O&M Manager for content.

B. The SRP PM will return the training outlines within [10] ten working days.

3.2 INSTRUCTION

A. Coordinator: Appoint a Contractor's staff member to serve as training coordinator to prepare instruction program and training modules, coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.

B. Scheduling: Schedule training with Owner through SRP PM with at least [7] seven work days advance notice.

C. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a written performance-based test or assessment form.

END OF SECTION 017900