



## Operations and Maintenance (O&M) Manual Standard Outline (Table of Contents)

Per Article 12.1.1.1 of the Uniform General Conditions of the Contract, a “preliminary copy of the maintenance and operating manual” or the Operations and Maintenance (O&M) Manual is to be furnished to TPWD prior to *requesting* a Substantial Completion inspection. The outline provided below is the standard outline for all O&M Manuals. Each Section (I through VII) must be clearly delineated for both hard copy and electronic copy and labeled with the section number and name.

To satisfy Article 1.13 of TPWD’s Special Conditions, one hard and one electronic copy of the completed O&M Manual as outlined below must be submitted.

**NOTE:** All sections, except for Section I *Project Design Narrative* are provided by the Contractor.

- \* Per the “Substantial Completion or Final Inspection Prep List,” these sections must be included in the preliminary (“review”) copy of the O&M Manual before consideration will be given to scheduling a Substantial Completion or Final inspection.

- I. **Project Design Narrative** (if applicable, provided by Architect/Engineer of Record)
  - a. Explanation of unique features / assumptions of project that could be useful to operator
- II. \* **Warranties**
  - a. Written warranties for applicable project components as furnished by the component manufacturer or supplier (Contractor to complete any necessary paperwork to initiate the warranties on behalf of TPWD, if applicable)
- III. \* **Warranty Period Contacts**
  - a. Who should the site call during warranty period? Who should the site call after the warranty period?
- IV. \* **Contractor Contacts**
  - a. Who worked on the project and installed what? Name and contact information for GC and all subcontractors
- V. \* **Installed Material Submittals**
  - a. All completed submittals, as distributed by TPWD during construction
- VI. \* **O&M Information from Manufacturer/Supplier**
  - a. All manuals and information provided by equipment manufacturers and suppliers
- VII. **Maintenance Schedule**
  - a. Suggested maintenance schedule for constructed and installed work performed