

SECTION 017900 - DEMONSTRATION AND TRAINING

Initial Issue Date: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for instructing University's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.
 - 2. Demonstration and training video recordings.
 - a. Coordinate with approved Operation and Maintenance Data submitted under Section 017823.

1.2 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit an outline of the planned training and schedule and name of instructor
- B. Attendance Record: For each training module, submit list of participants and length of instruction time.

1.3 CLOSEOUT SUBMITTALS

<Remove if video of training is not required.>

- A. Demonstration and Training Video Recordings: Submit recordings within seven days of each training module.
 - 1. Identification: Provide a summary list of every video with the following information:
 - a. Name of Project.
 - b. Name of University
 - c. Name of Architect.
 - d. Name of Construction Manager/General Contractor.
 - e. Date of video recording.

2. Video file name shall include the project number, a short description of the content, and the date:
 - a. Example: 20-399_AHU_2026-10-30
3. Training Manuals are included in the Operations and Maintenance Manuals.

1.4 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, experienced in operation and maintenance procedures and training.

1.5 SCHEDULE COORDINATION

- A. Coordinate instruction schedule with University's operations and personnel availability. Minimize disruption of University operations.
 1. Schedule training with at least seven days' advance notice.
 2. Provide notification of dates, times, length of instruction time, and course content.

1.6 INSTRUCTION PROGRAM

- A. University Operations and Maintenance Staff may review Training Program and determine which modules are needed during official training.
- B. Conduct training on-site using the actual equipment in-place. Conduct training using final operation and maintenance manuals.
- C. Provide sufficient training to enable University personnel to operate systems without reliance on Contractor support.
- D. Attendance Record: Provide sign-in sheet for each training module.
- E. Training Modules: For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria
 2. Documentation:
 - a. Operations and Maintenance manuals.
 - b. Project Contractor redline documents.
 - c. Warranties and bonds.
 - d. Maintenance service agreements and similar continuing commitments.

3. Operations:
 - a. Startup procedures.
 - b. Routine and normal operation
 - c. Control sequences.
 - d. Safety procedures.
 - e. Emergency operation procedures.
 - f. Equipment failure.
 - g. Any additional special operating instructions and procedures.
 - h. Troubleshooting
4. Maintenance and Cleaning

1.7 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

<Delete if video of training is not required.>

- A. General: Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids.
 1. At beginning of each training module, record training topic and equipment covered.
- B. Video Files:
 1. Submit video recordings as directed by the University PM.
 2. File Names: Follow University file name conventions. Include Project Number in all file names.
- C. Recording:
 1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. If training session exceeds 15 minutes edit video into multiple segments.
- D. Transcript: Include a transcript of the narration.
- E. Preproduced Video Recordings: Provide manufacturer videos if used as part of the training.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION