
OWNER TRAINING REQUIREMENTS

OVERVIEW

This document describes the objectives of the various sessions, lectures, and/or demonstrations that will compose the owner training program as it relates to the commissioned systems. It outlines the following:

- Which systems will be provided with a training session
- Agenda of training session
- Training materials
- Who will provide the training session
- Who will attend the training session
- Form(s) to be completed upon completion of training

Training will occur onsite within (3) months of occupancy and must be recorded by the trainer upon request from the owner. The Commissioning Authority will be notified of the training date by the owner prior to the training, and provided with the attendance list by the trainer upon completion of the training. The owner training requirements have been created by the Commissioning Authority with direction from the owner's representative. (please note that owner training does not take the place of project closeout documents required by the construction documents)

TRAINING SESSIONS

Up to (1) full day of training will occur on each of the following systems:

- HVAC & Associated Controls
- Lighting Controls
- Domestic Hot Water

Agenda of the training sessions are as follows:

- General familiarization and operating procedure with associated system
- Occupant controllability and the effect on Indoor Environmental Quality
- Interaction with other system(s) – if applicable
- Recommended preventative maintenance procedures and frequency
- Contact of entity(s) responsible for ongoing maintenance/repair
- Procedure to identify and resolve future issues

OWNER TRAINING REQUIREMENTS

Training materials *may* include the following:

- Operation and Maintenance manuals
- Issues log and resolution plan
- Field equipment/tools as required to demonstrate operation of equipment
- Preventative maintenance plan

Trainer(s):

- Installing contractor
- Controls contractor
- Equipment vendors (if requested by owner)
- Service contractor (if requested by owner)

Attendee(s):

- Owner's representative
- Building engineer
- Office manager
- Office staff – as applicable

See attached form that is required to be completed and sent to the Commissioning Authority by the trainer upon completion of the owner training sessions.

LEED Project Name

OWNER TRAINING VERIFICATION

Trainer		Company	
Trainer		Company	
Trainer		Company	
Trainer		Company	

Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	
Attendee		Company	

Training Materials

☐ O & M manuals

☐ Issues Log & Resolution Plan

☐ Field Equipment

☐ Preventative Maintenance Plan

☐ Other

**LEED Project
Name**

Owner Training
Date of Training

LEED Project Name

OWNER TRAINING VERIFICATION

AGENDA - HVAC & Associated Controls

- ☐ General familiarization and operating procedure with associated system
- ☐ Occupant controllability and the effect on Indoor Environmental Quality
- ☐ Interaction with other system(s) - if applicable
- ☐ Recommended preventative maintenance procedures and frequency
- ☐ Contact of entity responsible for ongoing maintenance/repair
- ☐ Procedure to identify and resolve future issues
- ☐ Other

AGENDA - Lighting Controls

- ☐ General familiarization and operating procedure with associated system
- ☐ Occupant controllability and the effect on Indoor Environmental Quality
- ☐ Interaction with other system(s) - if applicable
- ☐ Recommended preventative maintenance procedures and frequency
- ☐ Contact of entity responsible for ongoing maintenance/repair
- ☐ Procedure to identify and resolve future issues
- ☐ Other

**LEED Project
Name**

Owner Training
Date of Training

LEED Project Name

OWNER TRAINING VERIFICATION

AGENDA - Domestic Hot Water

- ☐ General familiarization and operating procedure with associated system
- ☐ Occupant controllability and the effect on Indoor Environmental Quality
- ☐ Interaction with other system(s) - if applicable
- ☐ Recommended preventative maintenance procedures and frequency
- ☐ Contact of entity responsible for ongoing maintenance/repair
- ☐ Procedure to identify and resolve future issues
- ☐ Other

Comments

**LEED Project
Name**

Owner Training
Date of Training