

# **TRAINING MANUAL**

**[PROJECT]**

**[DOCUMENT NUMBER]**

**[REVISION]**

**[Date]**

# Table of Contents

1.	Purpose .....	5
2.	Training Objectives .....	5
3.	Project Information .....	6
	Building Type .....	6
	Location .....	6
	Size of Building .....	6
	Building/Space Usage .....	6
	Quantity of People .....	6
	Green Building Requirements .....	6
4.	Contact Information .....	7
5.	General Roles and Responsibilities .....	7
6.	Operational/Facility Staff Experience .....	8
7.	Training Methods .....	8
	Lectures .....	8
	Hands-on training/Simulations .....	9
	Online training .....	9
	On-Site .....	9
8.	Systems, Equipment and Programme .....	9
9.	Evaluation and Assessment .....	23
	Quizzes/Exams .....	23
	Observation and feedback .....	23
	Self-assessment .....	23
	Post-training evaluation .....	23
10.	Resources & Reference Materials .....	24
11.	Training Records .....	25
12.	Ongoing Updating and Training .....	25
	Appendix A .....	26
	Trainer Assessment and Evaluation .....	26
	Appendix B .....	28

Engineer Assessment and Evaluation..... 28

Appendix C..... 31

Equipment/System Training Materials..... 31

    01 - Building Management System [BMS]..... 32

# Document Revisions

Revision	Date	Name	Notes

# 1. Purpose

The purpose of this training manual is to provide the project and building operations teams with the necessary knowledge, skills, and resources to effectively and efficiently take over and operate the building, equipment and its systems.

The manual will outline the training objectives, project information, contact details, roles and responsibilities of staff involved in the training process, training content and methods, systems and equipment covered, training schedule and emergency procedures, evaluation process to determine the success of the training, and references and resources for further information.

It is crucial that all team members involved in the training process thoroughly review this document and attend the training sessions as outlined.

This manual can also be used as an essential future resource as the operations team transition into their roles and begin operating the building.

## 2. Training Objectives

The objectives of training the building operations team to run and operate the facility after the handover of this project are numerous and varied. Here are a few of the key ones:

- Ensure that they are fully prepared to take over and operate the building effectively and efficiently. This includes understanding the systems and equipment used in the building, as well as emergency procedures and protocols.
- Build confidence and competence among the team. By providing hands-on training and practice opportunities, team members can become comfortable and proficient in operating and maintaining the building's systems and equipment.
- Clarifying roles and responsibilities. Training can help establish a clear understanding of who is responsible for what, which can improve communication and teamwork.
- Promote safety and minimize the risk of accidents or mistakes. By providing thorough training on emergency procedures and protocols, as well as the proper operation and maintenance of systems and equipment, we can help ensure the safety of all stakeholders.
- Enhance the overall performance and maintenance of the building. Providing the building operations team with the necessary knowledge and skills to effectively operate and maintain the building, we can help ensure that the facility is operating at its optimal performance level, and benefitting the end users of the building

- Foster a culture of continuous learning and improvement. Training does not stop at the end of this document, providing ongoing training and development opportunities, we can help the team stay up-to-date on the latest technologies and best practices, which can help them continuously improve their performance, enhancing the overall operation of the building.
- Save time and resources in the long term. Investing in training up front, risks are reduced minimising future mistakes or accidents, which can save time and resources in the long term.
- Save money spent on external consultants and contractors. Providing the skills to effectively operate and maintain the building, we can help reduce the need for outside consultants, contractors or service providers, which can save money, time and resources.

## **3. Project Information**

### **Building Type**

*[Add description of the type of building]*

### **Location**

*[Add description of where the project is located, including any restrictions]*

### **Size of Building**

*[Add description of the size of building including floors above and below ground floor]*

### **Building/Space Usage**

*[Add description of what the building/space will be used for]*

### **Quantity of People**

*[Add how many people will be using the space, across the different floors, this could be broken down into the different usage areas/sections etc]*

### **Green Building Requirements**

*[Add description of what Green Building requirements should be met]*

## 4. Contact Information

The below table provides the contact names and companies of the team members involved in the training process.

Name	Company	Role in Training	Email
[add]	[add]	[add]	[add]
[add]	[add]	[add]	[add]
[add]	[add]	[add]	[add]
[add]	[add]	[add]	[add]
[add]	[add]	[add]	[add]

## 5. General Roles and Responsibilities

Throughout the development of the document the following people will be involved:

Task	Owner	Facilities	CxA	Des	GC
Create Initial Training Requirements	Support	Support	<b>Create</b>	Support	n/a
Approval of the Initial Training Requirements	<b>Approve</b>	<b>Approve</b>	Support	Support	n/a
Inclusion of the Initial Training Requirements within the Tender Documentation	Support	Support	<b>Manage</b>	Support	n/a
Write 'Construction' Training Manual & Programme	Support	Support	Support	Support	<b>Create</b>
Comment on Training Manual & Programme	<b>Comment</b>	<b>Comment</b>	<b>Comment</b>	<b>Comment</b>	n/a
Approve Training Manual & Programme	Support	Support	<b>Approve</b>	Support	n/a

<b>Task</b>	<b>Owner</b>	<b>Facilities</b>	<b>CxA</b>	<b>Des</b>	<b>GC</b>
Review Training Manual throughout Commissioning Process	Support	Support	<b>Review</b>	Support	<b>Review</b>
Update Training Manual if Required	Support	Support	Support	Support	<b>Update</b>
Approve Training Manual Updates	Support	Support	<b>Approve</b>	Support	n/a
Update and Include Training Materials and Final Information for Handover	Support	Support	Support	Support	<b>Update</b>
Issue Manual as part of the Handover Documentation	Support	Support	Support	Support	<b>Update</b>
Approve Final Training Manual and Materials	Support	Support	<b>Approve</b>	Support	n/a
Periodic Reviews and Updating of Manual	<b>Review</b>	<b>Review</b>	n/a	n/a	n/a

## 6. Operational/Facility Staff Experience

The Senior Facility/Operations Manager should ensure that their facility team members attending the training sessions are fully experienced, knowledgeable and where applicable, hold all relevant qualifications for the equipment and systems that they are being trained upon.

## 7. Training Methods

The specific training methods that will be utilized for the building operations staff will depend on the needs and preferences of the team, as well as the nature of the equipment and systems being trained on. It is likely that a combination of delivery models will be used to provide a well-rounded and comprehensive training experience.

Some examples that will be delivered are:

### Lectures



This will involve a trainer or subject matter expert providing information and instructions to the trainees in a formal setting, such as a classroom or conference room.

## **Hands-on training/Simulations**

This involves the trainees participating in hands-on/simulated activities or exercises to practice operating and maintaining the equipment and systems. It will be done in a controlled environment, such as a training room, a set up space, or it can be done on site.

## **Online training**

Trainees will participate in training sessions or courses online, using a computer or other device. Online training will be self-paced or facilitated by a trainer and tracked.

## **On-Site**

This method will involve the trainees learning and practicing their skills while working on the job under the guidance of an experienced team member or trainer.

# **8. Systems, Equipment and Programme**

The following table details the equipment and systems that the team will be trained upon with anticipated dates that will be updated as the project develops, the appendix number notes the section of this document that should be referenced for the detailed training information on that equipment/system.

*[modify + add notes to suit your specific needs, can use your commissioning equipment/system functional testing schedule as a basis]*

*[Insert the specific training being delivered in the applicable appendix]*

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
1	Building Management System [BMS]	bms	C1	Select Date	
2	Building Maintenance Unit [BMU]	bmu	C2	Select Date	
3	Lift & Escalators	trans	C3	Select Date	
4	Condenser Water Sequence of Operation	cont	C4	Select Date	
5	Chilled Water Sequence of Operation	cont	C5	Select Date	
6	Heating Water Sequence of Operation	cont	C6	Select Date	
7	Dx System Sequence of Operation	cont	C7	Select Date	
8	Primary Air Handling Unit (PAU). Sequence of Operation	cont	C8	Select Date	
9	Air Handling Unit (AHU) Sequence of Operation	cont	C9	Select Date <input type="checkbox"/>	
10	Variable Refrigerant Volume [VRV] Fan Coil Unit Sequence of Operations	cont	C10	Select Date	
11	Chilled Beam [Active] Sequence of Operations	cont	C11	Select Date	
12	General Fans Sequence of Operation	cont	C12	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
13	Natural Gas Controls	cont	C13	Select Date	
14	Thermal Storage / Buffer Tank Sequence of Operation	cont	C14	Select Date	
15	CRAC / CRAH Group Control Logic	cont	C15	Select Date	
16	In Row Cooling Group Control Logic	cont	C16	Select Date	
17	Motorized Damper Logic	cont	C17	Select Date	
18	Cleansing Water System Sequence of Operations	cont	C18	Select Date	
19	Flushing Water System Sequence of Operations	cont	C19	Select Date	
20	Hydro Vent Water System Sequence of Operations	cont	C20	Select Date	
21	Makeup Water System Sequence of Operations	cont	C21	Select Date	
22	Car Park Exhaust System Sequence of Operations	cont	C22	Select Date	
23	HV Switch Gear System	ee	C23	Select Date	
24	HV Current Transformer System	ee	C24	Select Date	
25	Transformer System	ee	C25	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
26	Bus Bar System	ee	C26	Select Date	
27	Generator System	ee	C27	Select Date	
28	Generator LV Switch Board System	ee	C28	Select Date	
29	Load Bank System	ee	C29	Select Date	
30	Capacitor Bank System	ee	C30	Select Date	
31	Isolation Transformer System	ee	C31	Select Date <input type="checkbox"/>	
32	Active Harmonic Filter System	ee	C32		
33	Battery Charger System	ee	C33	Select Date	
34	General Electrical System	ee	C34	Select Date	
35	LV Switch Board System	ee	C35	Select Date	
36	Uninterrupted Power System	ee	C36	Select Date	
37	Battery Monitoring System	ee	C37	Select Date	
38	Static Transfer [STS] System	ee	C38	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
39	Automatic Transfer [ATS] System	ee	C39	Select Date	
40	Power Distribution Unit [PDU] System	ee	C40	Select Date	
41	Branch Circuit Monitoring [BCM] System	ee	C41	Select Date	
42	Electrical Panel [DB & Final Circuits] System	ee	C42	Select Date	
43	Commando Final Circuit System	ee	C43	Select Date	
44	General Lighting System	ee	C44	Select Date	
45	Emergency Lighting System	ee	C45	Select Date	
46	Power Quality Monitoring & Energy Management System	ee	C46	Select Date	
47	Earthing System	ee	C47	Select Date	
48	Lightning Protection System	ee	C48	Select Date	
49	Aircraft Building Lighting System	ee	C49	Select Date	
50	Street Lighting System	ee	C50	Select Date	
51	Landscape Lighting System	ee	C51	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
52	Public Address System	sec	C52	Select Date	
53	Close Circuit Television (CCTV)	sec	C53	Select Date	
54	Telecom System	sec	C54	Select Date	
55	Access Control System	sec	C55	Select Date	
56	Video Intercom System	sec	C56	Select Date	
57	Broadband System	info	C57	Select Date	
58	Wi-Fi System	info	C58	Select Date	
59	Mobile Network System	info	C59	Select Date	
60	Information Display System	info	C60	Select Date	
61	Conference System	info	C61	Select Date	
62	FS Emergency Broadcast System	fs	C62	Select Date	
63	Background Music System	info	C63	Select Date	
64	Intruder Detection System	sec	C64	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
65	Guard Tour System	sec	C65	Select Date	
66	Walkie-Talkie System	sec	C66	Select Date	
67	Car Park Control System	cont	C67	Select Date	
68	Panic Siren & Door Status Alarm Monitoring System	sec	C68	Select Date	
69	Vehicle Entry Access Control System	sec	C69	Select Date	
70	Visitor Management System	sec	C70	Select Date	
71	Sprinkler Water Tank System	fs	C71	Select Date	
72	Life Safety Pump System	fs	C72	Select Date	
73	Pre-Action System	fs	C73	Select Date	
74	Very Intelligent Early Warning System	fs	C74	Select Date	
75	Aspirating System	fs	C75	Select Date	
76	High Sensitivity System	fs	C76	Select Date	
77	Gaseous Suppression System	fs	C77		

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
78	Room Integrity [for gas suppression areas]	fs	C78	Select Date	
79	Fire Hydrant & Hose Reel System	fs	C79	Select Date	
80	Automatic Fire Alarm System	fs	C80	Select Date	
81	Fire Service Monitoring System	fs	C81	Select Date	
82	Central Battery System	fs	C82	Select Date	
83	Smoke Extract System	fs	C83	Select Date	
84	VAC Trip System	fs	C84	Select Date	
85	Fire Cause & Effect Overview	fs	C85	Select Date	
86	Staircase Pressurisation System	fs	C86	Select Date	
87	Fireman Intercom System	fs	C87	Select Date	
88	Natural Gas System	gas	C88	Select Date	
89	Gas Leak Detection System	gas	C89	Select Date	
90	Gas Regulator System	gas	C90	Select Date	



Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
91	Fuel Tank & Pipework System	ee	C91	Select Date	
92	Fuel System	ee	C92	Select Date	
93	Generator Flue System	ee	C93	Select Date	
94	Condenser Water Hydrostatic Balancing	hvac	C94	Select Date	
95	Chilled Water Hydrostatic Balancing	hvac	C95	Select Date	
96	Heating Water Hydrostatic Balancing	hvac	C96	Select Date	
97	Systems Chemical Treatment / Dosing System	hvac	C97	Select Date	
98	Energy Meter System	hvac	C98	Select Date	
99	Cooling Tower Cleaning of Basins	hvac	C99	Select Date	
100	Cooling Tower System	hvac	C100	Select Date	
101	Sea Water Cooled Chiller System	hvac	C101	Select Date	
102	Water Cooled Chiller System	hvac	C102	Select Date	
103	Air Cooled Chiller System	hvac	C103	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
104	Chiller with Remote Condenser Unit System	hvac	C104	Select Date	
105	Heat Pump System	hvac	C105	Select Date	
106	Thermal Storage / Buffer Tank System	hvac	C106	Select Date	
107	Penstock System	hvac	C107	Select Date	
108	Traveling Band Screen System	hvac	C108	Select Date	
109	Automatic Backwash Strainer System	hvac	C109	Select Date	
110	Electro Chlorinator System	hvac	C110	Select Date	
111	Air Blower System	hvac	C111	Select Date	
112	Automatic Tube Cleaning System	hvac	C112	Select Date	
113	Plate Heat Exchanger System	hvac	C113	Select Date	
114	Air / Dirt Separator System	hvac	C114	Select Date	
115	Vacuum Degassing System	hvac	C115	Select Date	
116	Water Pressurisation System	hvac	C116	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
117	Condenser Water Pumps	hvac	C117	Select Date	
118	Chilled Water Pumps	hvac	C118	Select Date	
119	Heating Water Pumps	hvac	C119	Select Date	
120	Variable Speed Drives	hvac	C120	Select Date	
121	Chilled Water CRAC Units	hvac	C121	Select Date	
122	Chilled Water CRAH Units	hvac	C122	Select Date	
123	Dx CRAC / CRAH Units	hvac	C123	Select Date	
124	Dx Split Units	hvac	C124	Select Date	
125	Variable Refrigerant Volume [VRV] Units	hvac	C125	Select Date	
126	Floor Grille System	hvac	C126	Select Date	
127	Fire Dampers	hvac	C127	Select Date	
128	De-Humidifier System	hvac	C128	Select Date	
129	Steam Humidifier System	hvac	C129	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
130	Primary Air Handling Units (PAU)	hvac	C130	Select Date	
131	Air Handling Units (AHU) Site Functional Test	hvac	C131	Select Date	
132	Ventilation System Balancing	hvac	C132	Select Date	
133	Variable Air Volume [VAV] System	hvac	C133	Select Date	
134	In Row Cooling System	hvac	C134	Select Date	
135	Chilled Beam [Active] System	hvac	C135	Select Date	
136	Chilled Beam [Passive] System	hvac	C136	Select Date	
137	Constant Air Volume [CAV] System	hvac	C137	Select Date	
138	Fan Coil Unit System	hvac	C138	Select Date	
139	General Supply Fans / Makeup Fan Systems	hvac	C139	Select Date	
140	General Toilet Extract Fan Systems	hvac	C140	Select Date	
141	Kitchen Extract Systems	hvac	C141	Select Date	
142	Vehicle Engine Exhaust System	hvac	C142	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
143	Water Leak Detection System	hvac	C143	Select Date	
144	Refrigerant Leak Detection System	hvac	C144	Select Date	
145	Hydrogen Leak Detection System	hvac	C145	Select Date	
146	Cleaning of Fresh Water Tanks	pd	C146	Select Date	
147	Sump Pump System	pd	C147	Select Date	
148	Instantaneous Water Heater System	pd	C148	Select Date	
149	Feed Water System	pd	C149	Select Date	
150	Humidifier Water System	pd	C150	Select Date	
151	Fresh Water System	pd	C151	Select Date	
152	Irrigation Water System	pd	C152	Select Date	
153	Rainwater System	pd	C153	Select Date	
154	Potable Water System	pd	C154	Select Date	
155	Kitchen Water System	pd	C155	Select Date	

Ref	System / Equipment	Type	Appendix	Date Training Planned	Training Completed
156	Grease Tank System	pd	C156	Select Date	
157	Water Feature System	pd	C157	Select Date	
158	Sand Filter System	pd	C158	Select Date	
159	UV Steriliser System	pd	C159	Select Date	
160	Reverse Osmosis System	pd	C160	Select Date	
161	Water Scrubber System	pd	C161	Select Date	
162	Bleed Water System	pd	C162	Select Date	
163	Expansion Tank System	pd	C163	Select Date	
164	Cold Water Meter System	pd	C164	Select Date	

# 9. Evaluation and Assessment

Evaluation and assessment will form a crucial element after the training, as it will help determine the effectiveness of the training that has been delivered, and to identify areas where additional training may be needed.

There are several ways in which we will evaluate the success of the training including:

## Quizzes/Exams

Quizzes and exams can be used to assess the knowledge and skills of the operational staff during and after the training. These assessments will be in the form of written exams, online quizzes, or hands-on tests, depending on the nature of the training.

*[Depending upon the equipment/ system design and how it operates the Quizzes will need to be created for each individual one – attach to each training module in the appendix C].*

## Observation and feedback

Observation and feedback from trainers will be a valuable way to evaluate the progress of the operational staff as they can observe them as they practice and perform tasks.

See appendix A for the questionnaire.

## Self-assessment

Self-assessment can be a useful tool for operational staff to evaluate their own progress and identify areas where they may need additional training. This will be in the form of a self-assessment questionnaire.

## Post-training evaluation

A post-training evaluation will be used to assess the effectiveness of the training once it is completed. This will be in the form of a questionnaire that asks the operational staff and attendees to evaluate the training and provide feedback on its content and delivery.

See appendix B for the questionnaire.

# 10. Resources & Reference Materials

Reference materials and resources will be a critical component for each of the training sessions and future education and knowledge of the operations team, providing information on a variety of topics, including technical information, best practices, and industry standards.

Below is a list of documents and information that will be used and referenced throughout the sessions.

*[update where required to your specific needs]*

Ref	Resource
1	Operating and Maintenance Manual
2	As-Built Drawings
3	Material Submissions
4	Manufacturer Operation Manuals
5	Commissioning Information
6	Control Logic Diagrams
7	Trouble Shooting Guides
8	Maintenance Schedules
9	Plant Setting Documents
10	Safety Procedures including Standard Operating Procedures, Emergency Operating Procedures
11	Relevant Codes, Guides and Standards



## 11. Training Records

Training records will be kept for each session for future reference and to allow the facilities manager to document and log who within their team has been trained on which piece of equipment and/or system.

The record that will be used is the attendance register provided within the training materials in Appendix C.

## 12. Ongoing Updating and Training

This document will be 'live' throughout the life cycle of the building and its systems operation, to allow the management team to help train any new engineers or operatives that join the team.

To ensure the information is current and up to date, the Operation/Facilities Manager will complete periodic reviews to understand if anything needs to be modified from changes within the building.

The below table will be used to log and track these changes:

Ref	Change/Modification	Date	Document Updated By
1		Select Date	
2		Select Date	
3		Select Date	
4		Select Date	
5		Select Date	
6		Select Date	
7		Select Date	
8		Select Date	

# **Appendix A**

## **Trainer Assessment and Evaluation**

# Trainer Evaluation Questionnaire for Engineers

<b>Name of Trainer:</b>	
<b>Date of Evaluation:</b>	

<b>Name of Engineer:</b>		<b>Company:</b>	
--------------------------	--	-----------------	--

<b>Question 1:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How well did the engineer participate and engage in the training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 2:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How well did the engineer demonstrate understanding and retention of the skills and knowledge learned during the training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 3:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How well did the engineer successfully complete all assessments or exercises that were part of the training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 4:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How did the engineer apply the skills and knowledge learned during the training sessions to any simulated works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 5:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Were there any areas where the engineer struggled or needed additional support during the training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 6:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How well did the engineer ask questions and seek clarification during the training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Question 7:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
How confident are you that the engineer can carry out their working duties to help run and operate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# **Appendix B**

## **Engineer Assessment and Evaluation**

# Engineer Evaluation Questionnaire

<b>Name of Engineer:</b>			
<b>Date of Evaluation:</b>			
<b>Name of Trainer:</b>		<b>Company:</b>	

<b>Question 1:</b>	<b>Response:</b>
Was the training content relevant and useful for your role as a building operations team member?	
<b>Question 2:</b>	<b>Response:</b>
Were the training materials (such as slides, handouts, or demonstrations) clear and easy to follow?	
<b>Question 3:</b>	<b>Response:</b>
Was the trainer knowledgeable about the subject matter and able to answer questions effectively?	
<b>Question 4:</b>	<b>Response:</b>
Did the trainer use a variety of teaching methods (such as lectures, hands-on training, or simulations) to engage the attendees?	
<b>Question 5:</b>	<b>Response:</b>
Was the training pace appropriate for your learning style and needs?	

<b>Question 6:</b>	<b>Response:</b>
Were the training facilities (such as classrooms or training rooms) suitable and well-equipped for the training sessions?	
<b>Question 7:</b>	<b>Response:</b>
Were there any challenges or issues that arose during the training that the trainer could have addressed more effectively?	
<b>Question 8:</b>	<b>Response:</b>
Was the training content relevant and useful for your role as a building operations team member?	
<b>Question 8:</b>	<b>Response:</b>
How confident do you feel in your ability to operate and maintain the equipment and systems covered in the training?	
<b>Question 9:</b>	<b>Response:</b>
Do you have any additional questions or concerns that were not addressed during the training?	

# **Appendix C**

## **Equipment/System Training Materials**

# 01 - Building Management System [BMS]

Date:	Lecture <input type="checkbox"/>	Hands-On <input type="checkbox"/>
Equipment / System ID:	Online <input type="checkbox"/>	On-Site <input type="checkbox"/>

## Description of Equipment/System:

*[Describe the equipment/system]*

The following will be covered in the training: *[Tick what you will cover/add additional if needed]*

Description of Operation <input type="checkbox"/>	Alarm Handling <input type="checkbox"/>	Trouble Shooting <input type="checkbox"/>
Panel / Display Functions <input type="checkbox"/>	Maintenance Procedures <input type="checkbox"/>	Spares/Warranties <input type="checkbox"/>

The following will be required to conduct: *[Tick what you will use/add additional if needed]*

Classroom <input type="checkbox"/>	Whiteboard <input type="checkbox"/>	Projector <input type="checkbox"/>
O&M Manuals <input type="checkbox"/>	Drawings <input type="checkbox"/>	Camera <input type="checkbox"/>

## Description of Operation

*[Describe the operation of the system and what will be covered in the training]*

## Panel / Display Functions

*[Describe any panels/displays and what will be covered in the training]*

## Alarm Handling

*[Describe any alarms/handling and what will be covered in the training]*

## Maintenance Procedures



*[Describe how the equipment/system should be maintained and in what intervals]*

---

## **Trouble Shooting**

*[Describe common issues and troubleshooting solutions]*

---

## **Spare Parts**

*[Describe the spare parts that will be provided under the contract, where stored and who should install them]*

---

## **Warranties**

*[Describe the Warranties that have been provided through the contract for the equipment/system]*

---

## **Notes**

*[Insert any Notes]*

---

## **Attendees:**

Complete the below schedule, including all people who attended the training session.

<b>Name</b>	<b>Company</b>	<b>Role</b>	<b>Signature</b>
<i>[add]</i>	<i>[add]</i>	<i>[add]</i>	<i>[add]</i>
<i>[add]</i>	<i>[add]</i>	<i>[add]</i>	<i>[add]</i>
<i>[add]</i>	<i>[add]</i>	<i>[add]</i>	<i>[add]</i>
<i>[add]</i>	<i>[add]</i>	<i>[add]</i>	<i>[add]</i>
<i>[add]</i>	<i>[add]</i>	<i>[add]</i>	<i>[add]</i>

*[Add additional Appendix based on training being completed in section 8.0]*