1. **GENERAL REQUIREMENTS:** At the completion of each construction project, the University would like to acquire comprehensive training for the appropriate operation and maintenance of all significant systems, equipment or fixtures to prepare its personnel to maintain and/or operate the new facility.

1.1 *Basic Training and Demonstration* – The Architect and his consultants shall review with the University’s Project Manager all products, systems, fixtures and equipment to be included in the project to determine the type and level of training and demonstration the University will expect just prior to the project’s point of substantial completion. These requirements will be included in the project bid specifications.

1.1.1 Include as part of the training requirements:

- Minimum qualifications for training instructor
- Minimum requirements for handouts and instruction outline
- Minimum requirements for documenting the training sessions including if they are to be recorded, and if so, who will be responsible for taping and producing the training videos

1.1.2 Documentation of Training sessions, including pertinent training material, shall be included as part of the Owner’s Manuals. Refer to Section 01720.