



ATTACHMENT 8
OPERATION & MAINTENANCE (O & M) REQUIREMENTS

1. Operation & Maintenance (O & M) Submittals must include, but not be limited to, the following:
 - a. Specifications, maintenance manuals and maintenance schedules on all major building systems, including but not limited to, HVAC, Solar, Elevator systems, mechanical systems, emergency management systems, building management system, generators, life/safety mechanicals, and fire suppression systems.
 - b. For each piece of equipment, Contractor must provide a list/spreadsheet comprised of the following:
 - (1) Installing firm for the associated equipment/system.
 - (2) Authorized service providers for the associated equipment/system.
 - (3) Manufacturer warranty information.
 - c. Warranty information on all building systems and materials, including but not limited to, the Roof, HVAC, Solar, Elevator systems, mechanical systems, emergency management systems, building management system, generators, life/safety mechanicals, and fire suppression systems.
 - d. Manufacturers manuals and instructions to include:
 - Safety, Tagout & Lockout;
 - Operating Instructions;
 - Maintenance Instructions;
 - Chemical handling and disposal procedures;
 - Performance monitoring procedures;
 - Planned maintenance schedules; and
 - Testing procedures.
2. Advising (knowledge transfer) on the engineering documents, design drawings and diagrams (including piping and instrumentation diagrams), manuals, plans and procedures other engineering documents and performance test procedures prepared by the Developer pertaining to the Facility which shall include the following:
 - a. Reviewing the layout of the Facility with respect to:
 - (i) Maintainability, accessibility and operability arrangements of equipment and buildings,
 - (ii) Equipment storage areas,
 - (iii) Loading Dock, administrative areas, Facility Management control room,
 - (iv) Installed cranes, lifts and/or hoists (if applicable),
 - (v) Interconnecting pipelines and metering stations, and
 - (vi) Areas assigned for environmental mitigation and protection (if applicable).

- b. Fire protection systems.
 - c. Mechanical systems.
 - d. Electrical systems.
 - e. Automation, instrumentation and control systems.
 - f. Developer quality control and inspection procedures.
 - g. Metering systems.
 - h. Lockout & Tagout Procedures for each system.
3. Establishing a list of the spare parts, tools, and other equipment and other items. Such list of inventories shall include the following:
 - a. Miscellaneous spare parts,
 - b. Operating materials, consumables, chemicals, lubricants and oils,
 - c. Tools and equipment,
 - d. Safety equipment,
 - e. Any other miscellaneous facilities, systems or items as may be necessary for operating and maintaining the Facility.
 4. Supervising & Managing the Easements associated with the Property and training Facility Management and Maintenance (FMM) staff on the management of the Easements.
 5. A supplemental training program for the training of FMM Employees, including the following:
 - a. Initial training of NYSIF's designated staff,
 - b. General technical training, including training on HVAC, Elevator, Fire and Burglar alarm, and the Building Management System,
 - c. Emergency response training,
 - d. Management information system training,
 - e. Safety training,
 - f. Operation and maintenance procedure training,
 - g. Vendor equipment training.
 6. Cooperating with the engineers representing the NYSIF.
 7. Assist NYSIF in set-up of service agreements and utility services not otherwise in place at the time of closing.