



TABLE OF CONTENTS

1

GENERAL FACILITY INFORMATION

- 1.1 Introduction
- 1.2 Facility Information
- 1.3 Emergency Response Plan
- 1.4 Plant Layout
- 1.5 Piping Diagram
- 1.6 Signage Diagram
- 1.7 SDS - Propane
- 1.8 Shipping Papers

2

OPERATIONAL SAFETY REQUIREMENTS

- 2.1 General Operations & Safety Requirements
- 2.2 Site Accessibility
- 2.3 Control of Combustible Materials & Ignition Sources
- 2.4 Ignition Sources
- 2.5 Containers - General Requirements
- 2.6 Labeling
- 2.7 Container Filling
- 2.8 General Requirements for LP-Gas Transfer Operations

3

PLANT OPERATIONS PROCEDURES

- 3.1 Bulk Plant Operating Procedures
- 3.2 Bulk Storage Containers
- 3.3 Loading a Cargo Tank Motor Vehicle (CMTV) using Plant Pump
- 3.4 Unloading a Cargo Tank Motor Vehicle
- 3.5 Preparation and transportation of DOT Cylinders
- 3.6 Preparation and transportation of ASME Containers
- 3.7 DOT regulations for transporting ASME Containers
- 3.8 ASME Tanks Placement
- 3.9 DOT Tank Placement

2

File Name: Building maintenance manuals free.pdf

Size: 3615 KB

Type: PDF, ePub, eBook

Category: Book

Uploaded: 27 May 2019, 22:24 PM

Rating: 4.6/5 from 748 votes.

Download Now!

Please check the box below to proceed.



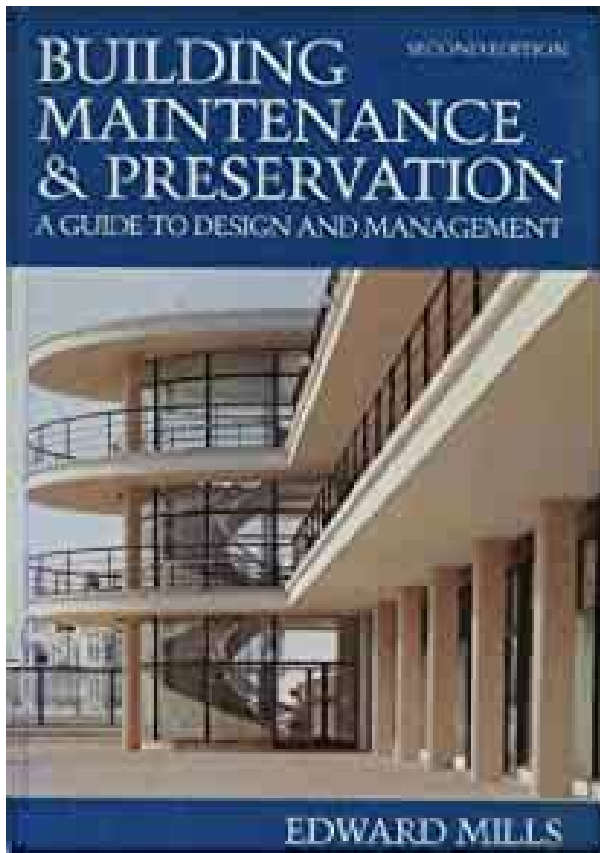
I'm not a robot



reCAPTCHA
Privacy - Terms

Book Descriptions:

Building maintenance manuals free



As of today we have 84,168,313 eBooks for you to download for free. No annoying ads, no download limits, enjoy it and don't forget to bookmark and share the love! Knowledge Management and Information Tools for Building. Principal areas of revision relate. This new, updated edition of Build Your Own Electric Vehicle. Modelling, Optimization and Management The Industrial Revolution created new mechanical devices. Try pdfdrivehope to request a book. Get books you want. Does my present life fulfill them Next. Maintenance is an integral part of any construction. It can be building construction, equipment manufacture, electrical operation or software development. Without proper maintenance, any system is bound to break down sooner than later. Therefore, to maintain a system or a product, a maintenance manual is of ultimate importance to help people out in troubleshooting and general improvement. The maintenance manual template, Project Manual Template provides you the structure to write the procedure in the most illustrative and lucid way. It also has a drawing of the building for easy accessing and understanding, legal information, operating instructions and guidelines for regular maintenance. Besides, it provides a thorough step by step procedure to maintain the equipment so that equipment does not yield abnormal results. Besides, it also states functional usage, preventive and corrective measures along with parts listing. It outlines all the effective steps to get an efficient result from the machine or system. It has almost all the common problems with their solutions. Parts listing and their usage and replacement are important information are always there at your disposal. It also provides tips and tricks to outperform peers. It consists of troubleshooting guidelines and maintenance tips to let it perform at its optimal level. It also states the hardware requirements and flow charts to explain its working. You cannot sell anything without stating how to maintain

it. <http://www.tries.cz/media/images/upload/defence-signals-directorate-information-security-manual>.

[xml](#)

- **building maintenance manuals free, building maintenance manuals free download, building maintenance manuals free online, building maintenance manuals free pdf, building maintenance manuals free downloads.**



Written documents help the buyers and the users to use them easily. Furthermore, along with operational guidelines, troubleshooting tips are equally important as no system is perfect. Besides, every system requires some maintenance after a certain period of usage. Don't let your buyer panic and curse you for not providing maintenance manual or in other words, your buyer will come back to you because the maintenance manual has prolonged the product's lifetime and they will buy their future products from you only. All you need to do is add the content in appropriate places. Besides, in those templates, you have sections where you can add images and illustrations to demonstrate a complex process so that the user will understand it quickly. If you are a startup, you don't have to panic to match the standard of the existing competitors when it comes to manuals because they also use a similar maintenance manual template, Staff Manual Template as they are professional and followed everywhere in the industry in which you are stepping for the first time. You must clearly mention the list of ingredients required at once so that the user can buy them at once. It should mention the time period after which one should go for servicing. The Technical Manual Template procedure must be stated in step by step process and in details as the users may not be professionals and may find it difficult if things are not explained clearly. Every device needs maintenance and good maintenance can only be done when you have structured manual where guidelines are in an organized flow. That is why readymade maintenance manual template can make this your job quick and easy with effective productivity. This effort should be considered in the planning and design phases, and is typically carried out in the construction phase. Building Information Modeling BIM and, in particular, COBie, introduced at the front end of the project helps facilitate the entire process. <http://radiantnepal.com/userfiles/defence-supply-chain-manual.xml>

MAINTENANCE MANUAL

Overview

The Maintenance Manual provides maintenance personnel with the information necessary to maintain the system effectively. The manual provides the definition of the software support environment, the roles and responsibilities of maintenance personnel, and the regular activities essential to the support and maintenance of program modules, job streams, and database structures.

In addition to the items identified for inclusion in the Maintenance Manual, additional information may be provided to facilitate the maintenance and modification of the system. Appendices to document various maintenance procedures standards, or other essential information may be added to this document as needed.

1 INTRODUCTION

This section provides general reference information regarding the Maintenance Manual. Whenever appropriate, additional information may be added to this section.

1.1 Purpose

In this section, describe the purpose of the manual and reference the system name and identifying information about the system and its programs.

1.2 Points of Contact

This section identifies the organization(s) responsible for system development maintenance, and use. This section also identifies points of contact (and alternate if appropriate) for the system within each organization.

1.3 Project Reference

This section provides a bibliography of key project references and deliverables produced during

Those selected to perform the work should have the following capabilities. It is important to the overall facility management program that facilities personnel be properly instructed and motivated. These can be defined through a Maintenance Plan (MP). PM includes adjusting, lubricating, cleaning, painting, and replacing minor components. Once developed, the MP will typically identify PM task descriptions and schedules, troubleshooting, corrective maintenance repair task descriptions, and spare parts identification, stockage quantity, and any unique storage requirements. This information will be incorporated in the manual, both as tabular data and text. Construction Operations Building information exchange (COBie) — If specified based on the draft guide specification, COBie facilitates the capture of realtime asbuilt asset information by using the collection of contractor submittals. COBie may also be applied through Building Information Modeling (BIM) technology, although BIM is not necessary to implement COBie. Stretching out the process avoids the tsunami of information at handover. It is important to analyze and evaluate a facility from the system level, then develop procedures to attain the most efficient systems integration, based on asbuilt information and the Maintenance Program philosophy. Outlines the structure, content, how to use the manual, and includes a brief outline of the various systems covered. In addition, this chapter contains a list of emergency contacts and a list of supplementary material available on the facility such as: These include water supply systems, sanitary waste, electrical, natural gas, communications, security, and storm water, etc. The importance of conducting an annual inspection is discussed together with record keeping forms for conducting the inspections. Manufacturers literature generally provides procedures to operate, maintain, troubleshoot, and repair specific items at the equipment level.

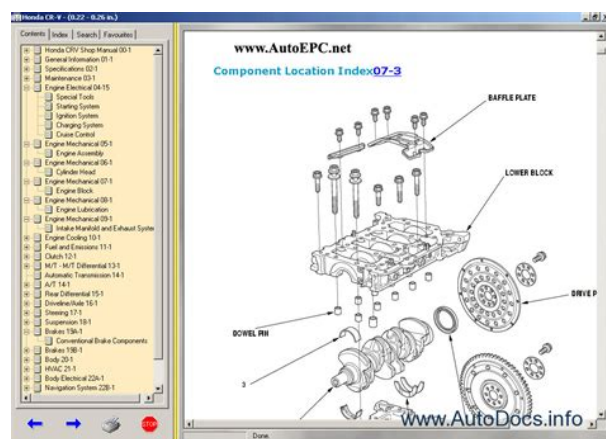
Specific material or complete documents can also be electronically scanned for its online use, such as linking from the systemlevel manual. A table can provide overall system design criteria, i.e. flow, pressure, temperature, capacity, power requirements, etc. Typical malfunctions, tests, or inspections, and corrective actions or recommendations to correct malfunctions are included. Preventive and corrective maintenance are discussed. Scheduled intervals e.g., daily, weekly, monthly, etc. are determined and assigned to PM tasks to maximize systems run time, thereby reducing corrective maintenance tasks. They typically include the following: One caution relative to linking to internet sources is that of security. The Owners information technology (IT) department should be consulted in these instances. This in itself may require the performance of a task and skills analysis to ensure that any given facility is staffed appropriately. COBie is a method of capturing information typically required during construction and provided to Owners, typically the same information that is required at project handover. When systemlevel manuals are specified,

contractors who may not have the capability internally will typically outsource subcontract the effort. The manual developer should report directly to and be responsible to the Owner, not the contractor. For example the U.S. Department of Defense requires the development of a Facility Electronic Operation and Maintenance Support Information eOMS I manual for a facility that houses engine test cells. The goal of Whole Building Design is to create a successful highperformance building by applying an integrated design and team approach to the project during the planning and programming phases. Disclaimer. The Building Manual contains information regarding the operation, maintenance, decommissioning and subsequent demolition of a building or structure.

<http://www.drupalitalia.org/node/75636>

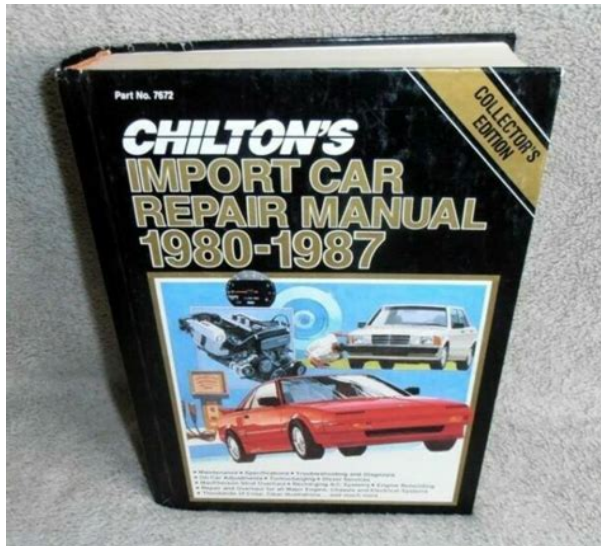
out more. Accept. Maintenance is a continuous operation to keep theIt should have a sufficient staff and budget for properUsually, the educationBeside that, the school community administrative staff,It is intended as an aid memoir for the school maintenanceThe education officer, with the information provided, could planA major repair orBut normal maintenance and minor repairs can be carried out by the school personnel.

<http://connect-log.com/images/bose-wave-radio-cd-iii-manual.pdf>



TheyTherefore, the school personnel should include schoolAvoiding large and complex structures is highly recommended. Principals, representativesThe success of a schoolThe fundraising coordinator will planIt is recommended to assign a team for every area of the schoolThe information gathered during the preliminary school buildingThe better the inspection, theA school building analysis report should be prepared in order toThe general coordinator and the person responsible for each teamThe inspection should not be based only onIt should be a continuous process in order to update the schoolIf a problem occurs, some adjustment in the school maintenanceIt is recommended that a new inspection be performedPreceding each checklist is a brief explanation of the area. Many school buildings have small cracksIn some cases, they are no causeIn most cases, this is a normalHowever, there are cases where otherThe key is to beMost times it should be left to a trained professional. IfAs a general rule, these are notThis is sometimes called a floating slabThe crack often appears where an opening hasHairline cracksBut there are exceptionsThese are clues that it is time to consultThe bottom of wood columns shouldUnder the base of the column isThe purlins, rafters, and wall plates should be free from rot andSome schoolThus, a trussBut if a great deal of weight is placed on the bottomSections of a truss should neverLeave blank if the item does not exist. It is a keyThis is directly related to how wellsecured these parts are and if they are corroded orThey require a final covering to provide protectionOver time flat roofs lose their protective covering as theyThis is how leaks start. Flat roofs are alsoImpounded waterFlashing is also used where something penetratesFlashing is typically metal. Roofs commonly leak around the flashing.

<https://connylahnstein.com/images/bose-wave-radio-cd-changer-manual.pdf>



Over time, metal may corrode, form pinholeAny of theseGood periodic maintenance of the roof includes an annualClogged gutters or downspouts will notAlso they should be examined for pinhole leaks or rusted sections that leak water. GutterDownspout pipes, called leaders, should beThe rainwater should freely flow throughIf not, the gutters may not be aligned correctly;Improper alignment should be corrected promptly,Never allow water from downspoutConnect upper storey down spouts to lower level gutters.Leave blank if the item does not exist. But some school buildings may not be new, and theIt is important to look forThese are all clues thatThe exterior walls of the school building have to beLeaves and plant materials should be raked away fromA semiannual exterior cleaning is an importantWater can affect masonry in a variety of ways. It can affectOver a period of time, water can erode the mortar, causing theIf there are cracks, there are more openings forWater in the masonry picksFresh mortar has to be put into those open joints, using aOver time, problems may plague the wainscot, the externalThe paint over the wainscot may peel or flake away due to moisture. Wainscot can also crack due to settlement. Cracks must be filled to avoid water gettingThe joint between the masonryBecause the materials are dissimilar, they haveThis movement can openA high grade ofWood shingles or panels are made of exterior grade plywood or other composite materialsWood siding products are all vulnerable to water. TwoTherefore, in the periodic stroll around the school building, look for peeling or flakingAction should be takenFor other wood materials, it is much less. Exterior plywood must be checked each year and may need more frequent treatment. ParticleRemember that exposed edges of any wood siding material, plank, shingle or panel, are theWood doors,Door and window hinges should beLeave blank if the item does not exist.

Pay special attention to them and answerA vertical crack, or one that is stair step,It may result fromIn other cases,Upward stress movement canThese clay formations can expand dramatically when wet, then theyIf there isThe operators on louvered windows should workThere is a skeleton of wood members inside with aSometimes a door starts to stick at a corner. This isIf it is not serious, the door can be removed and the stickingOn the other hand, if the door isPotentially there has been substantial movementThis may be due to panels loosening, or if it hasIt may also beOr it could beLeave blank if the item does not exist. Water is provided either by a public systemFrom there theWaste water isIf there is a public waste treatment, alIf there is an onsiteWaste collection piping alsoThe fixture is where the water distribution and the wasteDamage to theMost of the plumbing is out ofWhere the water service pipe enters the school, there willIf there is a pipe break anywhere in the school, that main valveBecome familiar with the location of the shutoffMost plumbingTypically they are below theIt may showThe problem usually starts either at the connection withWhat causes theseWhether a slow leak or aWhen the problem isAs a general rule, lead content in the water stays at low levelsReplacing the service entry pipe with anotherIf there has been any plumbing work done, or the water supply toTypically, thisIn underground tanks, the access cover should fit properly, be

The access cover should be protected to Where there is a water pump, periodical checks The flow should stop when the tank has reached a predetermined fill level, when the ball In flush tanks, the flapper valve at the bottom should close off the opening where the If water still runs, the situation can usually be If a simple adjustment does not work, the inner Usually the leak is from the bathroom, originating at a fixture If the toilet or any other Over time it can cause rotting.

<https://roofmed.ru/wp-content/plugins/formcraft/file-upload/server/content/files/1626c5d340f8bb---ca-non-mx310-on-screen-manual.pdf>

These leaks may go unnoticed Other common problems experienced with waste lines are To clean the obstruction, a special auger, like a snake, The access cover should not be opened too easily, as children may The cover holders should not cause people to trip; the holders Where there is a If there is any odor around Where there are tile The tiles should be working without any water on the ground around the pipes. Leave blank if the item does not exist. The brain is the Inside this box, main power lines bring electricity into the school, In most school buildings there are two, each brings Smaller circuits, those for lights, outlets and most other Heavier equipment will need 220 volts. A third main line called There is also one more main wire, the If the incoming water pipe has a On the other hand, if your grounding wire is outside the school, it should be near the These are known They prevent dangerous heat buildups and potential fires. If a Unless the flow of current is stopped, the insulation around The overload protector is designed to The size is expressed in In most schools, both 110 and 220 volts are available, to match the requirement of the Amperage is the ability of a wire to allow that flow to pass Wall outlets and lighting circuits use smaller wires. Open the door of the panel box cover. Then one by one, And if there is any critical equipment on a In fact, that is So use good judgement Leave blank if the item does not exist. Sidewalks are Whatever the material is, good maintenance means keeping a watchful eye for conditions Any tripping Repairs must also be All require some degree of maintenance.

<autoescuelatosal.com/galeria/files/77kick10-installation-manual.pdf>

Gravel driveways often develop ruts, and if severe Concrete is a durable Asphalt driveways may experience sinking, or the surface can crack due to settlement and When severely deteriorated, an asphalt driveway can The driveway elevation should be below the school building floor An elevation mismatch If either a sidewalk, walkway, courtyard, driveway, or parking lot is tilted toward the Flood proofing techniques are used to reduce It includes, among others, tearing out the existing Often conditions can be improved by excavating a Drain holes through Retaining walls sometimes suffer Normally these Flower and plant beds should be cleaned and remade, plants pruned, hedged trimmed, and Leaves, limbs or any other plant materials which may have Leave blank if the item does not exist. Building for Safety Programmes, The Oxford Center for Disaster Studies 1995. Tech Information Systems, Inc. Fisica Educativa, SINACOM, Ministerio de Educacion Publica de Costa Rica. Octubre 1994. Dotaciones Educativas de Venezuela, 1989. Emergency Management Agency, January 1990. Social de El Salvador, Octubre 1995. Disaster Emergency Response Agency, UNESCO, November 1996. Damage Evaluation and Reporting Procedures. A Guidebook for Schools, California. Office of the State Architect, April 1992 Rehabilitation, UNESCO 1996. Educativa, Ministerio de Educacion de El Salvador, Julio 1994 Comunitaria, Ministerio de Educacion de Nicaragua, 1990. American Health Organization 1993. Inc., 1995. Facility Management Improve utility of hospitals, schools, gyms, and other buildings. Property Management Improve satisfaction of guests, tenants, and residents. Inventory Management Keep track of inventory, spare parts, purchase orders, and stock levels. Enterprise EAM For enterprise businesses looking to streamline their global maintenance. Edge Advanced IoT technology that allows you to monitor your assets in realtime, from anywhere.

An operation and maintenance manual is a comprehensive document that provides all the details

necessary about a physical plant as well as individual pieces of equipment to help the maintenance staff keep everything running smoothly. Overview As soon as a company gets large enough to have some standard operating procedures and requires different team members to be responsible for separate tasks, it could benefit from an operations and maintenance manual. In the case of a small company, this may be very brief. However, the advantage of starting early is that you won't have to invest a lot of time upfront. But you will have a core to build on as you add operating procedures in the future. For medium and largesize companies, an operations and maintenance manual is even more critical because so many more people and processes are involved. First, inefficiency multiplies quickly as a company grows. Every time an employee needs to perform a new task, there might be mini training happening over and over. Second, without a manual, you can lose consistency of work. Different employees can complete the same job in inconsistent ways. And, finally, a lack of documented procedures can result in workplace errors, accidents, or injuries that can cost the company a significant amount of money. Components of an operation and maintenance manual A comprehensive operations and maintenance manual has several common parts Overview This section provides a general overview of the physical plant being discussed as well as the components covered in the manual. It includes personnel information, organizational charts, company history, or other background information. Physical building This section details important information about one specific facility. Ideally, this information is collected during the construction of the facility itself and contains floor plans, building materials, finish data, building code and specification information, and site survey.

Operating procedures A comprehensive, detailed explanation of all major operating procedures should be documented so that a new employee can learn quickly and a seasoned technician can doublecheck work. Maintenance procedures The preventive and corrective maintenance programs should be explained thoroughly including schedules, procedures, responsibilities, troubleshooting and test requirements. Emergency procedures It's important to think through emergency situations before they happen because it can be difficult to remember details in the middle of a chaotic situation. This section outlines all the people, steps, agencies, and other organizations that need to be notified as well as a primer on how to handle crisis communications internally and externally. How to create an operation and maintenance manual The challenge with creating a usable operations and maintenance manual is to make it comprehensive without being boring. Put some thought into planning the manual so it can really impact your bottom line in the long run with increased efficiency and organization. Select a platform. With today's technology, you should be able to find a platform that allows to you continue to update and change your operation and maintenance manual as needed. Printed manuals or even ones written in word processing documents are very difficult to update. You also run the risk of outdated manuals floating around the organization. Instead, look for software or templates for manuals that can serve as a platform and a starting point. Create a consistent, easytoread layout. You'll want your manual to be easy to scan, and you'll want your employees to be able to locate needed sections quickly. By ensuring consistency throughout, you will make the manual more valuable to all its users. Involve managers in manual development. Be sure to ask your frontline managers for input when actually creating the guts of your operation and maintenance manual.

They are the ones fielding the questions and seeing inefficiencies and errors so you want to understand what they deem as most important to communicate. If they are involved in the creation of the manual, they will be more invested and help encourage its use and improvement. Encourage suggestions and improvement. Be sure to solicit feedback, especially in the early days of manual usage. As employees turn to this resource, they will have additional questions or suggestions. Have a system in place to review and implement the best suggestions so that you are always making your operations and maintenance manual more useful over time. Search for templates by industry for even more specific organization and content suggestions. Here are a few to consider Raptor

Template Electrical Template Construction Template Conclusion Operation and maintenance manuals can be a valuable resource to your whole maintenance team. Invest the time in putting one together if your organization does not already have one. Remember that you can upload it to your maintenance software program for easier access. Invite your whole team. Access core features. Edmunds, New Market, Huntingdon, Woodbridge. Lowestoft, Gr Yarmouth, Kings Lynn, Southend, Beccles, St Albans, Bedford, Luton, Milton Keynes, Suffolk, Cambridgeshire, Herts, Essex, Norwich, Health and Safety. Ipswich, Health and Safety Suffolk, CDM Coordinator Ipswich, Health and Safety Advisor Ipswich, Health and Safety Advisor Suffolk. A Government Committee on Building Maintenance 1 has described how this class of work is accorded little or no merit and that while it remains a neglected backwater, the morale of those involved in its management and execution must suffer and productivity will remain low. This is a preview of subscription content, log in to check access. Preview Unable to display preview. Download preview PDF. Unable to display preview. References 1.

Department of the Environment, Research and Development Bulletin Practice in Property Maintenance Management—A Review H.M.S.O., 1970. Google Scholar 2. Department of the Environment, Research and Development Bulletin Building Maintenance—The Report of the Committee H.M.S.O., 1972. Google Scholar 3. British Standards Institution, BS 3811 1964 Glossary of general terms used in maintenance organisation. Google Scholar 30. I. H. Seeley, Building Economics Appraisal and Control of Building Design Cost and Efficiency Macmillan, London and Basingstoke, 1974. In Building Maintenance. Palgrave, London. You can find out about our cookies and how to disable cookies in our Privacy Policy. If you continue to use this website without disabling cookies, we will assume you are happy to receive them. Close. It is a requirement that is generally defined in the preliminaries section of the tender documentation where its contents will be described, although there may be additional requirements regarding mechanical and electrical services in the mechanical and electrical specification. The final document is not usually available in full form until several months after practical completion, as commissioning information often needs to include summer and winter readings taken in the fully occupied building. The preliminaries may require several copies of the building owners manual and might require an electronic version. For more information see Building manual. Organic waste for collection shall be in a container with a latching lid. Do not set out material in bags in tree pits and clean curb daily after set out. At minimum, the manual and plan shall address the following topics This could include an exit interview checklist, maintenance log review, etc. Identify who Develop a maintenance schedule for HVAC systems, and include assignments of key tasks to specific job roles. Develop an inspection schedule of landscaping and paving, and assign key tasks to specific job roles.

Specify products, vendors, schedule, and assignments of key tasks to specific job roles. Create a system to track when actions are completed. Repair and maintain structures and grounds to minimize pest-related conditions. Develop resident guidelines related to pesticide use, housekeeping, and prompt reporting of pest problems, such as cockroaches, rodents, and bed bugs. Ensure that anyone applying pesticides is licensed and working under a scope that includes IPM provisions. Including the following links is recommended Creating and socializing a plan for building managers and residents before an emergency occurs increases the likelihood that disturbances due to the emergency whether it be flooding, earthquake, power outages, or another disturbance can be appropriately mitigated. The manual should provide guidance as to how to sustain the delivery of adequate housing throughout an emergency and cover a range of topics including but not limited to If utility costs are covered in rent, building owners can communicate to the utility provider that a person in the household uses such equipment. For buildings in which tenants directly pay for utilities, encourage registration with the utility provider for households Registration allows for utilities to notify users of power outages, as well as to potentially conduct checkins during a power outage. The goal of the campaign is to get the public involved and ultimately to increase the level of

basic preparedness across the nation. www.ready.gov While these are building assessment tools, rather than for people, review DC's Resilience Manuals must also include guidance that tenants living in dwelling units without children may request that window limiters be removed as part of the annual window guard notice. And, include the location of backup power and broadband if any within the property and how to locate outside emergency resources. The Resident Manual should encourage green and healthy activities.

<http://www.drupalitalia.org/node/75637>