

# GG278-14

## 904.3

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**Revise as follows:**

**904.3 Building operations and maintenance documents.** The building operations and maintenance documents shall consist of manufacturer's specifications and recommendations, programming procedures and data points, narratives, and other means of illustrating to the owner how the building, site and systems are intended to be maintained and operated. The following information shall be included in the materials, as applicable to the specific project:

1. Directions to the owner or occupant on the manual cover sheet indicating that at least one copy of the materials shall be in the possession of the owner or occupant.
2. Operations and maintenance manuals for equipment, products and systems installed under or related to the provisions of Chapter 4 including, but not limited to, the following, as applicable:
  - 2.1. Vegetative shading, plantings associated with vegetative roofs and natural resource protections and setbacks.
  - 2.2. Water-conserving landscape and irrigation systems.
  - 2.3. Stormwater management systems.
  - 2.4. Permanent erosion control measures.
  - 2.5. Landscape or tree management plans.
3. Operations and maintenance documents for materials, products, assemblies and systems installed under or related to the provisions of this code for material resource conservation in accordance with Chapter 5 including, but not limited to, the following, as applicable:
  - 3.1. Care and maintenance instructions and recommended replacement schedule for flooring, including, but not limited to, carpeting, walk-off mats and tile.
  - 3.2. Care and maintenance instructions for natural materials including, but not limited to, wood, bio-based materials and stone.
  - 3.3. Available manufacturer's instructions on maintenance for:
    - 3.3.1. Exterior wall finishes.
    - 3.3.2. Roof coverings.
    - 3.3.3. Exterior doors, windows and skylights.
  - 3.4. Information and recommended schedule for required routine maintenance measures, including, but not limited to, painting and refinishing.
4. Operations and maintenance documents for equipment, products and systems installed under or related to the provisions of this code for energy conservation in accordance with Chapter 6 including, but not limited to, the following:
  - 4.1. Heating, ventilating and air-conditioning systems including:
    - 4.1.1. Recommended equipment maintenance schedule.
    - 4.1.2. Air filters and fluid filters, including recommended replacement schedule and materials.
    - 4.1.3. Time clocks, including settings determined during commissioning.
    - 4.1.4. Programmable controls and thermostats, including settings determined during commissioning.
  - 4.2. Domestic hot water systems including performance criteria and controls.
  - 4.3. *Building thermal envelope* systems including:
    - 4.3.1. Glazing systems inspection schedule.
    - 4.3.2. Performance criteria for replacements and repairs.
    - 4.3.3. Information and recommended schedule on required routine maintenance measures, including but not limited to, sealants, mortar joints and screens.
    - 4.3.4. Roof covering inspection schedule.
  - 4.4. Electrical and lighting systems including:

- 4.4.1. Technical specifications and operating instructions for installed lighting equipment.
- 4.4.2. Luminaire maintenance and cleaning plan.
- 4.4.3. Lamp schedule, recommended relamping plan, and lamp disposal information.
- 4.4.4. Programmable and automatic controls documentation, including settings determined during commissioning.
- 4.4.5. Occupant sensor and daylight sensors documentation, including settings determined during commissioning.
- 4.5. Automatic demand reduction systems.
- 4.6. Solar photovoltaic systems.
- 5. Operations and maintenance documents for equipment, products and systems installed under or related to the provisions of this code for water conservation in accordance with Chapter 7, including, but not limited to the following:
  - 5.1. Domestic fixtures.
  - 5.2. Water-regulating devices including faucets and valves.
  - 5.3. Irrigation and rainwater and gray water catchment.
- 6. Operations and maintenance documents for equipment products and systems under or related to the provisions of this code for indoor environmental quality in accordance with Chapter 8, including, but not limited to, the following:
  - 6.1. Humidification/dehumidification.
  - 6.2. Green cleaning products, procedures and techniques.
  - 6.3. Recommended window cleaning schedule.
  - 6.4. Ventilation controls.
  - 6.5. Floor finishes.
  - 6.6. Fireplaces and combustion appliances.

**Reason:** This code change proposal is intended to clarify the Code's intent and to add two items to the list of required building operations and maintenance documents.

The change in Section 904.3, 2, 2.1 is to clarify that the section applies to plantings and not the roof covering. Text related to the roof covering is proposed for section 4.3. Information about Solar photovoltaic systems is proposed for section 4.1.

Documents related to planting material, roof coverings and photovoltaic systems are typically available from manufacturers and should be included with the document package provided to an owner.

**Cost Impact:** Will not increase the cost of construction.

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