

O&M Manual Submission Checklist

Project Information

Project Name	
Project Number	
Contractor	
Date of Submission	

Checklist

Item	Included	Remarks
Table of Contents		
Project Description		
As-built Drawings		
Product Data Sheets		
Equipment List		
Manufacturer Manuals		
Maintenance Procedures		
Spares List		
Warranty Documents		
Contact Information		

Signatures

Prepared by		Date	
Checked by		Date	
Approved by		Date	

Note: Please ensure all applicable sections are completed before submission.