**FORMAT FOR OPERATION AND MAINTENANCE MANUAL**

The format for the Operation and Maintenance Manual shall be as follows:

I. Project Summary

A. Identify

1. Parish

2. Port Authority

3. Project Name

4. Person responsible for operation and

maintenance

a. Name

b. Mailing address

c. Telephone number

1. Business

2. Home

5. Contractor

a. Name

b. Mailing address

c. Telephone number

6. Engineer

a. Name

b. Mailing address

c. Telephone number

7. Brief Project Description

a. Project components

b. General location

B. History

II. Description of Project

A. Project components

B. Location

III. Operation

A. Normal procedures

IV. Maintenance

A. Inspecting

B. Testing

C. Lubricating

D. Trouble shooting

E. Repairing

V. Appendix

A. As-built data

1. Final estimate

2. "As-built" plans or Plans of Record

a. Wiring diagrams

b. Plumbing diagrams

c. Pump curves

d. Testing data

B. Manufacturers' Recommendations

1. Operation

2. Maintenance

C. Forms

1. Operator's log

2. Maintenance records

3. Inspection checklist

4. Repair and cost records