**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