

(This annex is not a mandatory part of the referring ASHRAE SSPC 300 standard or guideline. It is merely informative and does not contain requirements necessary for conformance to the standard or guideline.)

(The following informative annex is provided to illustrate, explain, or support the ASHRAE SSPC 300 commissioning process. The information presented herein represents consensus good practice but does not contain mandatory commissioning process provisions. This informative annex supports more than one ASHRAE SSPC 300 commissioning standard or guideline and is not intended to serve as a standalone document. See the referring ASHRAE SSPC 300 standard or guideline for mandatory commissioning process requirements and guidance.)

## ASHRAE SSPC 300 INFORMATIVE ANNEX 12—SYSTEMS MANUAL

The Systems Manual provides a permanent record for the Owner of deliverables produced for commissioned systems during the Commissioning Process (Cx). This includes documents from the project inception through closeout. Owner's Project Requirements (OPR), Basis of Design (BoD), design documents, submittals, site reviews, testing, training, facility guides, warranty, and operation and maintenance (O&M) information, along with reviews by all stakeholders and the issues log, are all part of this record.

The Systems Manual is often an electronic cloud-based document, and can include elements of project deliverables that may not be suitable for printed copies, such as training videos, 360° photos, sound recordings, etc.

The format and content of the Systems Manual should be discussed with the Owner; however, ASHRAE Guideline 1.4, *Preparing Systems Manuals for Facilities*, provides a detailed description of each of the suggested chapters that comprise a complete Systems Manual. In the absence of specific Owner preference, it may be advisable to utilize the framework established by ASHRAE Guideline 1.4.