

(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 13—TRAINING

Training of the Owner's operations and maintenance (O&M) personnel and/or building occupants is an integral part of the building commissioning process (Cx). Such training may occur during the Construction Phase of a project, during the Occupancy and Operations Phase, or during both phases; training is also likely an integral part of Ongoing Commissioning Process (OCx) efforts. Such training may be provided by the contractor, by subcontractors, by manufacturers, by the CxP, by specialized trainers, and/or by the Design Team. Such training may be conducted in the field, in the classroom, or virtually.

ASHRAE Guideline 1.3, *Building Operation and Maintenance Training for the HVAC&R Commissioning Process*, provides detailed information on best practices for training to be provided as part of the Cx. Although Guideline 1.3 focuses on HVAC&R systems commissioning, its principles and process are generic and can be readily applied to commissioning of other systems and assemblies.