As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

(Rev. 01/01/20)
16 HVAC systems & controls (i.e. AC equipment, heating equipment, air distribution equipment, ventilation equipment, building automation system)

17 Indoor lighting systems & controls (i.e. lighting control panels, occupancy sensors, daylight harvesting systems)

18 Renewable energy systems (i.e. photovoltaic panels & inverters, wind powered electrical generators & inverters)

19 Landscape irrigation systems (i.e. water distribution diagrams, and control system)

20 Water reuse systems (i.e. reclaimed water system for indoor use, reclaimed water for irrigation use)

Site Equipment Inventory & Maintenance Notes

21 Spare parts inventory

22 Frequently required parts and supplies

23 Special equipment required to operate or maintain systems

24 Special tools required to operate or maintain systems

Special Inspections

25 Copies of any special inspection verifications pertaining to systems being commissioned

Other

26 Other resources and documentation

Part Two: Training

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>TRAINING PROGRAM ELEMENTS</th>
<th>PAGE NUMBER IN Training DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System/equipment overview (i.e. what it is, what it does, and with what other systems and/or equipment it interfaces)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Review and demonstration of servicing &amp; preventative maintenance</td>
<td></td>
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<tr>
<td>3</td>
<td>Review of the information in the Systems Manual</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Review of the record drawings on the system/equipment</td>
<td></td>
</tr>
</tbody>
</table>

Owner/Owner Representative Acknowledgement

☐ Documentation of the operational aspects of the building shall be completed within the systems manual and delivered to the building owner or representative and facilities operator. The Systems Manual includes the elements listed in part one of this form.

☐ When the appropriate maintenance staff is made available prior to the certificate of occupancy, the written training program will be executed to these staff. The written training program includes the elements listed in part two of this form.

Name: ____________________________________________ Company Name (if applicable): _______________________

Signature: ____________________________________________ ☐ Owner ☐ Owner Representative

Date: _______________________

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