SAMPLE TRAINING SESSION AGENDA

1. Introduction
   - Instructor
   - Participants
2. Objectives
3. Design intent
4. System description, capabilities, and limitation
   - Equipment type, location, features
   - Distribution (ductwork / piping)
   - Controls
5. System operational procedures for all modes of operation
   - Seasonal modes of operation
   - Occupied and Unoccupied
   - Start-up and Shut-down
   - Operating parameters
   - Acceptable tolerances for system adjustment
   - Procedures for dealing with abnormal conditions and emergency conditions for which there is a specified system response
6. Use of control system
   - Sequence of operations
   - Problem indicators
   - Diagnostics
   - Corrective actions
   - Use of reports and logs
7. Use of O&M Manuals