

O&M MANUALS - FLOW CHART

CONTRACTOR

1. **Contractor** secured construction project & confirmed equipment

2. **Contractor** sends to D&A: 2.1 - Drawings 2.2 - Specifications

4. Contractor sends to D&A:
4.1 - Equipment make & model/tech data
(unless already shown on specifications)
4.2 - Names of builder & consultant
4.3 Month of PC
4.4 Draft PDF O&M deadline

DEWICK & ASSOCIATES

3. **D&A** confirms price



5. **D&A** ssue draft O&M manual as PDF for contrator to send to consultant for review



6. D&A issues invoice





8. **D&A** revise manual & issue 3 has copies & USB to contractor