



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION**

**BUILDING OPERATION AND MAINTENANCE MANUAL – 2011 CLAGBSC**

PLAN CHECK NO. \_\_\_\_\_ DISTRICT NO \_\_\_\_\_  
JOB ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

*This manual shall remain with the building throughout the life cycle of the structure.*

*This structure contains various elements designed for the purpose of improving public health, safety, and general welfare. Please note the following elements that are applicable to this structure, and provide or attach the appropriate information.*

**1. HVAC System                      Installed? YES  NO**

Manufacturer \_\_\_\_\_

SEER \_\_\_\_\_

Efficiency \_\_\_\_\_

Air Filter MERV \_\_\_\_\_

*Attach operation and maintenance instructions to this manual.*

**2. Water Heating System        Installed? YES  NO**

Manufacturer \_\_\_\_\_

Efficiency \_\_\_\_\_

*Attach operation and maintenance instructions to this manual.*

**3. Other Equipment                Installed? YES  NO**

Manufacturer \_\_\_\_\_

Special Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach operation and maintenance instructions to this manual.*

**4. Roof and Yard Drainage      Installed? YES  NO**

Linear Feet of Gutter \_\_\_\_\_

*Gutters shall me maintained free of debris at all times.*

Number of Downspouts \_\_\_\_\_

Number of Catch Basins \_\_\_\_\_

**5. Irrigation System                Installed? YES  NO**

Irrigation Controller Type and Manufacturer \_\_\_\_\_  
\_\_\_\_\_

*Attach operation and maintenance instructions to this manual.*

**6. Water Reuse System            Installed? YES  NO**

Water Reuse Type \_\_\_\_\_

*Attach operation and maintenance instructions to this manual.*

**7. Utilities**

Electrical Service Provider \_\_\_\_\_

Tel – (     ) \_\_\_\_\_ - \_\_\_\_\_

Natural Gas Service Provider \_\_\_\_\_

Tel – (     ) \_\_\_\_\_ - \_\_\_\_\_

Water Service Provider \_\_\_\_\_

Tel – (     ) \_\_\_\_\_ - \_\_\_\_\_

Septic System Installer \_\_\_\_\_

Tel – (     ) \_\_\_\_\_ - \_\_\_\_\_

Recycling Pickup \_\_\_\_\_

Tel – (     ) \_\_\_\_\_ - \_\_\_\_\_

**8. Public Transportation**

Nearest Bus Stop \_\_\_\_\_

Nearest Subway Stop \_\_\_\_\_

Nearest Carpool Location \_\_\_\_\_

*Attach a map to this manual showing the structure's location relative to public transportation.*

**9. Humidity**

Provide information about the positive impacts of maintaining a relative humidity between 30%-60% within this structure. Positive impacts include:

- a. Resistance to the growth of dust mites, mildew, and mold.
- b. Resistance to possible allergic reactions.
- c. Maintains interior wood and paint surfaces.

**10. Routine Maintenance**

Attach instructions on routine maintenance for critical building elements including, but not limited to the following.

- a. Equipment and appliances
- b. Roof and yard drainage
- c. Space conditioning systems
- d. Landscape irrigation systems
- e. Other installed systems

**11. Solar Energy**                      **Installed? YES  NO**

Manufacturer \_\_\_\_\_

Special Instructions \_\_\_\_\_

Attach operation and maintenance instructions to this manual. If no solar energy system is installed, attach information on state incentive programs.

**12. Verifications**

Adhesives Manufacturer and Type \_\_\_\_\_

VOC Level \_\_\_\_\_

Caulk Manufacturer and Type \_\_\_\_\_

VOC Level \_\_\_\_\_

Aerosol Adhesives Manufacturer and Type \_\_\_\_\_

VOC Level \_\_\_\_\_

Paint Manufacturer and Type \_\_\_\_\_

VOC Level \_\_\_\_\_

Sealer/Stain Manufacturer and Type \_\_\_\_\_

VOC Level \_\_\_\_\_

Carpet Manufacturer and Type \_\_\_\_\_

Testing Program Certification \_\_\_\_\_

Resilient Flooring Manufacturer and Type \_\_\_\_\_

Testing Program Certification \_\_\_\_\_

Composite Wood Manufacturer and Type \_\_\_\_\_

Formaldehyde Limits \_\_\_\_\_

Attach all product certifications, specifications, and applicable chain of custody certifications to this manual.