

Operation & Maintenance Manual

Project Information

Project Title:

[Project Name]

Project Location:

[City, State]

Prepared For:

[Client / Facility / Maintenance Team Name]

Prepared By:

Harshal Bharambe

MHT Technologies

Date:

[MM/DD/YYYY]

1. Project Overview

Client Name:

[Client Name]

Project Description:

A comprehensive [PoE / lighting / shade / control] system was installed throughout the building. The installation includes coverage of [floors / spaces such as classrooms, offices, corridors, etc.]. The system integrates advanced controls such as [daylight harvesting, occupancy sensing, scheduling, manual overrides] to enhance energy efficiency and occupant comfort.

Project Completion Date:

[MM/DD/YYYY]

Contractor / Integrator:

[Company Name]

Key Contacts**Harshal Bharambe**

Network Engineer

MHT Technologies

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E: hbharambe@mht-technologies.com

[Project Manager Name]

[Title]

MHT Technologies

T: [Phone Number]

E: [Email Address]

2. System Summary

2.1 Components Installed

- **[Node / Driver Model Name]**
Description of use
Cut Sheet / Spec Sheet
- **[Splitter / Interface Model Name]**
Description of use
Spec Sheet
- **[Emergency Driver / Controller Model]**
Description of use
Spec Sheet
- **[Wall Switch / Control Interface Model]**
Description of use
Spec Sheet
- **[Server / Controller Name]**
Description (quantity, floors served, purpose)
Spec Sheet

- **[Occupancy / Motion Sensors]**
Spec Sheet
 - **[Lighting Fixtures / Shades]**
Spec Sheet
-

3. System Operation

3.1 Control Narrative / Sequence of Operations

4. Network and Integration

PoE / Network Configuration

- Lighting system powered via PoE switches
- VLAN and IP addressing scheme documented separately

Control System Architecture

- [Standalone / Integrated with BMS / AV / Other system]

Network Diagram

- Refer to attached network diagram
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5. Maintenance & Support

5.1 Routine Maintenance

- Perform visual inspection of fixtures quarterly
 - Test emergency lighting circuits annually
 - Verify sensor operation annually
 - Apply software and firmware updates as required
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5.3 Support Contacts

Installer / Integrator:

[Company Name]

Manufacturer Support:

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Network Engineer

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Senior Project Manager

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6. Appendices

As-Built Drawings

Pull Schedules

- Complete Pull Schedule
- Cable ID & Switch Port Correlation