O&M Manual

O&M manual is a living document. It should be flexible to accommodate changes, periodically updated based on experience and as organization matures.

O&M manual may include topics such as:

- Installation and configuration operations and associated definitions
- System maintenance, updates and upgrade policies, procedures, and schedules
- Proper and improper handling and maintenance of different types of equipment
- Database scheme, network typology, and flowcharts used to illustrate items such as system design, data communications, program logic, and the relationship between network nodes.
- Instructions for opening/closing and starting/stopping applications, devices, and services under various conditions
- Procedure and sequences describing backup routines, media type, storage locations, and schedules
- Security controls for staff, facilities, infrastructure and emergency response procedures
- Frequently asked questions and troubleshooting techniques for common issues
- Roles, responsibilities and contact information for key personnel and support staff
- Other miscellaneous and/or relevant items

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Wolfgang Guggemos

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book is to Highlight BIM skill requirements threshold concepts and dimensions for practice Showcase and introduce tried and tested practices and lessons learned in developing BIM related curricula from leading educators Recognise and introduce the baseline requirements for BIM education from a pedagogical perspective Explore the challenges as well as remedial solutions pertaining to BIM education at tertiary education Form a comprehensive point of reference covering the essential concepts of BIM for students Promote and integrate pedagogical consideration into BIM education This book is essential reading for anyone involved in BIM education digital construction architecture and engineering and for professionals looking for guidance on what the industry expects when it comes to BIM competency

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