# **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

## **O M Manual Construction Documents**

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