

EXHIBIT V

OPERATING AND MAINTENANCE MANUALS

- 1.0 Operating and Maintenance Manuals Submittal Instructions
 1. In addition to electronic Submittals specified in Exhibit X, Equipment instruction books and operating manuals prepared by the each equipment supplier and the Contractor shall include the following:
 - a. Index and tabs.
 - b. Instructions for installation, start-up, operation, inspection, maintenance, parts lists and recommended spare parts, and data sheets showing model numbers.
 - c. Matrix of all regularly scheduled maintenance requirements.
 - d. Applicable drawings.
 - e. Warranties and guarantees.
 - f. Name and address of nearest manufacturer-authorized service facility.
 - g. All additional data specified.
 2. Information listed above shall be bound into hard-back binders. Four manuals are required, two equivalent to heavy duty Bok-Hinge Split Prong, McBee Swing Hinge or Crane Binder Technologies post type binders or approved equal and two in standard binders. Sheet size shall be 8-1/2" x 11". Binder color shall be black. Capacity shall be a minimum of 1-1/2 inches, but sufficient to contain and use sheets with ease.
 - a. Provide the following accessories:
 - i. Label holder.
 - ii. Business card holder.
 - iii. Sheetlifters.
 - iv. Horizontal pockets.
 - b. The following information shall be imprinted, inserted, or affixed by label on the binder front cover: See Section 2 for details.
 - i. Owner's name.
 - ii. Owner's facility or plant name.
 - iii. Equipment item name.
 - iv. Volume number (if applicable).
 - v. Contract number.
 - vi. Manufacturer's name and address.
 - c. The following information shall be imprinted, inserted, or affixed by label on the binder spine:
 - i. Equipment item name.
 - ii. Owner's name and Owner's facility or plant name.
 - iii. Manufacturer's name.
 - iv. Contract number.
 - v. Volume number (if applicable).
 - d. Submit mockup of cover and spine for Owner's review.

2.0 Typical Instruction Book or Operating Manual Cover and Spine Layout

<p>KU Ghent Environmental Air Compliance Project</p> <p>PJFF SYSTEM</p> <p>Volume Number* _____</p> <p>Contract Number _____</p> <p>Manufacturer's Name Manufacturer's address</p>	<p>KU Ghent Environmental Air Compliance Project (Instruction Book) (Operating Manual)</p> <p>for</p> <p>PJFF System Volume Number* _____</p> <p>Contract Number _____</p> <p>Manufacturer's Name Manufacturer's Address</p>	<p>22 18 16 16</p> <p>22 16</p> <p>16</p> <p>22 18</p>
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(Spine)

(Cover)

NOTES:

1. Choose either "Instruction Book" or "Operating Manual."
2. All lettering shall be a block style font, imprinting color to contract with binder color specified.
3. Cover lettering shall be point sizes indicated in column to right of cover illustration.
4. Spine letter shall be 14-point minimum.
5. *Volume number required only if instructions are contained in more than one volume.