



## How to Produce Effective Operations and Maintenance Manuals (Paperback)

By Mike Tidwell

American Society of Civil Engineers, United States, 2000. Paperback. Condition: New. Language: English . Brand New Book. This is a step-by-step guide to creating accurate, comprehensive, and easy to understand operations and maintenance manuals. From defining the audience to producing a hardcopy or online manual, the author draws on his years of experience to explain the process from start to finish. This guide is required reading for the facility operator, maintenance technician, training coordinator, and manager; those who must have the necessary tools and information to create OM manuals that are clear, concise, and written at the level of the staff involved in the day-to-day operations and maintenance of the facility. This book, which includes valuable sample manual sections, covers such topics as overall organization, defining the level of detail, standard operating procedures, developing a style guide, developing HTML-based manuals, and placing and viewing CAD drawings online.



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