1. The first ninety days after handover

Appendix B and Chapter 1. Handover transfers a tested design, not a working operation. Every line closes with evidence filed, or stays open with an owner and a date.

Site		**Handover date**	
Site director		**Reviewed on**	

Item	Owner	Due	Done: evidence / date
Documentation			
As-built drawings for every system; single-line diagrams checked against the equipment in the field			
O&M; manuals indexed by asset, not only by vendor			
Sequences of operation for every automatic scheme, with the commissioning scripts that tested them			
Test certificates for every commissioning level, filed by system			
Punch list			
Every open item classified A (blocks customer load on a named system), B (close before a named date), C (cosmetic)			
Category A items mapped to the systems and halls they block, with the date each is first needed			
Alarms and monitoring			
Point-to-point verification of every critical alarm, device to console, priority and text confirmed			
Escalation of each critical alarm tested to the on-call manager			
Default passwords changed on every controller, server and network device; vendor remote access on named accounts only			
Procedures			
Emergency procedures written and drilled on every shift: utility loss, generator fails to start, UPS on battery, chiller trip, fire alarm in a hall, water leak in a hall, monitoring lost			
Standard operating procedures for the routine tasks of each shift			
Method of procedure template adopted, with a mandatory field walk-down			
Maintenance			
Asset register built; every asset tagged in the field with a label matching the register			
Maintenance schedule loaded; first month's work orders generated			
Service contracts compared with the register: every critical asset family covered			
Spares matched to assets and stored where the night shift can find them			
Meters and capacity			
Every customer, building and utility meter reconciled; CT ratios verified			
Baseline PUE recorded per building, with the boundary stated			
Capacity record opened: every sold kW mapped to circuits, path and UPS system or block			
Utility account and tariff read: who held the meter during the integrated systems test, and any demand ratchet (added in this pack, case 3)			
Commercial and contractual			
Warranty register: every asset, its start date under each contractual definition, and the one that applies			
Single-corded customers listed by circuit			
First monthly report issued to the owner			

2. Method of procedure

Appendix B and Chapters 6 and 7. One action per step, every device named by its physical label, every hold point with the reading that allows the next step.

Title / reference / revision		**Change class and window**	
Author / reviewer / approver		**Planned date**	

Scope	What the work does, on which equipment (by label), and why.
Effect	Redundancy removed and for how long; customers on the affected path; single-corded customers; notice given.
Prerequisites	Weather, utility status, no conflicting work, spares on hand, vendor confirmed, permits issued, customers notified, emergency procedure reviewed by the crew.
Field walk-down	Every device named in this procedure compared with its physical label at the panel. Name: _____ Date: _____ Signature: _____

Step	Device (label)	Action (one per step)	Expected condition after	Done (init.)	Verified (init.)	Time

Hold	Readings to confirm before continuing	Value read	Back-out from here: step

Restoration and verification	
Close-out	Single-line diagram and capacity record updated if anything changed; work order closed; lessons noted.

3. Incident report and service credit

Appendix B and Chapter 7. Written for the customers and the owner: the facts, the cause down to the condition that made the error possible, and what will change.

Incident reference		**Severity (1, 2, 3)**	
First alarm (local time)		**Redundancy fully restored**	

1. Summary (three sentences)	
2. Timeline, first alarm to full redundancy	
4. Immediate actions	
5. Root cause: the sequence of questions and answers	
6. Contributing factors	

3. Customer effect and the credit (credit schedule of the Varden Point SLA: up to 10 minutes, 5% of the monthly recurring charge; up to 60 minutes, 10%; up to 240 minutes, 25%; above, 50%)

Customer	kW	One cord?	Minutes	MRC ($)	Tier	Credit ($)	Availability, month
Month 7, nine customers (example)	610	yes	11	118,950	10%	11,895	99.975%

Campus, kilowatt-weighted: 1 - (kW affected x minutes) / (kW sold x minutes in the month). Month 7: 1 - 610 x 11 / (14,050 x 43,200) = 99.99889%. Report both views, and the count of events.

7. Corrective action (including the search for other instances of the same condition)	Owner	Due	8. Verified how and when

4. Generator test and fuel log

Chapter 4. Generators are tested, not trusted. Monthly run: 30 minutes at 35 percent of rating (NFPA 110 floor: 30 minutes, 30 percent or exhaust temperature). Annual: 4 hours at 75 percent on a load bank. The log of run hours is a compliance record.

Building / month		**Permit run-hour limit (h a year)**	
Shift lead		**Fuel on site (gallons)**	

Unit	Test (monthly / annual)	Start	Stop	Load (% of rating)	Exhaust temp. reached?	Hours this year	Fuel used (gal)	Defects / work order

Fuel arithmetic	Formula	Varden Point	Your site
Monthly runs, gallons a year	units x 12 x hours x rating kW x load / kWh per gallon	21 x 12 x 0.5 x 3,000 x 35% / 14 = 9,450	
Annual load bank, gallons a year	units x hours x rating kW x load / kWh per gallon	21 x 4 x 3,000 x 75% / 14 = 13,500	
Test fuel cost, year 1	gallons x price	22,950 x $3.80 = $87,210	
Burn at design load, one building	facility kW / kWh per gallon	16,200 / 14 = 1,157 gal/h	
Fuel for the autonomy period	burn x hours	1,157 x 48 = 55,543 gal	
Scope 1 from testing	gallons x 10.21 kg CO2 / 1,000	234 t	

Resupply: two priority delivery agreements, one real delivery tested each year, the tanker route if the main road is blocked. Fuel polishing and sampling on schedule.

5. The capacity record and the UPS block map

Chapter 10. Keep four numbers apart, map every sale block by block, and check what the mapping leaves for the next suite before quoting it.

Building		**Month**	
Prepared by		**Reconciled with billing on**	

Building	Design (kW)	Sold (kW)	Drawn (kW)	Drawn / sold	Reserved (kW)	Sellable (kW)	Stranded (kW)
Month 30, campus (example)	36,000	30,312	20,041	66.1%	0		300 (B, once B8 sold)

Block	Rating (kW)	Safe limit (kW)	Contracted load (kW)	Headroom (kW)	Suites mapped	After the next suite (kW)
B1	4,000	3,000 (75%)	3,000	0		
B2	4,000	3,000	2,760	240		
B3	4,000	3,000	2,340	660		2,940 with B8
B4	4,000	3,000	2,400	600		3,000 with B8

Before quoting	Checked by	Date	Result
The next suite needs half its size of headroom on each of two blocks (1,500 kW: 750 kW on two)			
No block above its safe limit after the sale, and the full-load test planned with no other maintenance on the building			
Stranded kW shown on their own line, never as available			
Remap opportunities listed: terms ending, expansions (case 1 prices 300 stranded kW at $0.52 million of rent a year)			
Every quote above the set size names hall, circuits and distribution path			
Capacity that is not built is offered as a reservation with dated milestones			

6. Opening a hall

Appendix B and Chapters 5 and 14. Condition the next hall only when a customer has signed for space the conditioned halls cannot hold; bring it back into service as if it were new.

Hall		**Customer and kW signed**	
Change reference		**Planned window**	

Hall breakeven	Formula	Varden Point	Your site
Fixed overhead per conditioned hall	F (kW)	225 kW	
Proportional overhead	p	0.24	
Retail energy multiplier	m	1.55	
Drawn load at which the hall stops losing money on energy	F / (m - 1 - p)	225 / 0.31 = 726 kW	
Sold kW in the hall at the draw ratio	drawn / draw ratio	726 / 55% = 1,320 kW	
Hall's share of PUE at that load	1 + p + F / drawn	1 + 0.24 + 0.31 = 1.55	

Step	By	Date	Evidence
A customer signed for space the conditioned halls cannot hold (contract reference)			
Air handlers started and balanced; chilled water opened and verified; containment complete			
Alarms proven point to point for the hall			
Distribution tested under load banks, in steps, with no other maintenance on the building			
Test peak checked against the meter and tariff (a ratchet can bill it for months; see case 3)			
Warranty status of the hall's equipment checked; claims made for anything that failed while idle			
Capacity record opened for the hall; facility rules posted; customer operations briefed			

7. The monthly pack: front page

Chapter 15 and Appendix B. One sheet, six blocks and three lines. The month-30 figures of Varden Point are shown as the example.

Site		**Month**	
Prepared by		**Issued on**	

Block	What to show	Month 30 (example)	This month
Capacity	Sold, drawn, sellable and stranded by building; % of design	Sold 8,625 A / 9,688 B / 12,000 C = 30,312 kW (84.2%); drawn 20,041 kW (66.1%); 300 kW stranded in B shown apart	
Bookings	Gross additions, churn, renewals against the price book, backlog	+201 kW A, +125 kW B; churn 51 kW A; backlog 0 (3,000 kW in lease year 2)	
Service	Availability per customer, kW-weighted and by count of events; open incidents and actions		
Operations	PM compliance; overdue backlog by criticality; changes by class; redundancy removed		
Efficiency	PUE by building, month and trailing 12 months, with occupancy; energy margin and variance (load, price, efficiency)	PUE 1.38 A, 1.30 B, 1.17 C	
Money	Recurring revenue, site EBITDA and capital spend against budget, variances by cause	Recurring revenue $4.76 million	

What went well	
What went badly	
What the site needs from the reader	

8. The lender appendix

Chapter 15 and Appendix B. The covenant first, then the distance to each threshold, then what could move it. Varden Point's three years are the example ($ million).

Facility / lender		**Test date**	
Prepared by		**Covenant: lock-up / default**	

$ million	Year 1	Year 2	Year 3	This period
Site EBITDA	13.18	29.90	45.25	
Lifecycle reserve	1.26	1.26	1.26	
Cash flow available for debt service	11.92	28.64	43.99	
Interest	19.20	19.20	19.20	
Principal	0.00	0.00	9.00	
Debt service	19.20	19.20	28.20	
DSCR (tested from year 2; lock-up 1.25x, default 1.10x)	0.62x	1.49x	1.56x	
Interest reserve drawn (year-1 shortfall)	7.28	-	-	
Recurring revenue that can be lost before lock-up / default			9.01 (15.7%) / 13.37 (23.3%)	

Also report	Source	Status	Comment
Concentration: largest customer and top five as a share of recurring revenue (hyperscale tenant 31.1% in year 3)			
Renewals in the next twenty-four months, by kW and revenue			
Incidents affecting customers, credits and root causes; any notice or dispute with the hyperscale tenant within days			
Lifecycle reserve balance and capital projects			
Insurance renewals, changes and claims			
Lease-up against plan: months of slip and the reserve they cost (case 2: about $0.8 million a month)			