This document is intended to provide an outline of what is expected in the Post Occupancy On-Going Training Plan. Commissioning Agents are expected to use this as a reference and are encouraged to create their own documents and capture the program requirements set forth in our program guidelines (refer to the [Program Details document](file:///%5C%5CSestdpt1.puget.com%5Csopscci%5C4-Energy%20Efficiency%5CBEM%5C_Grants%5C251-%20NC%5CPlanning%5C2014-2015%5CRevamp%20Commissioning%20Offering%5CPost%20Occ%20Proposed%20Documents%5C1_%20PSE%20NC%20Post%20Occ%20Details.doc)).

**Training Plan and Documentation Table of Contents**

1. Overview
	1. Training Goals
	2. Types of Training
	3. Training Team Members, Timing, and Length
2. Detailed Training Outline
3. Indexes to Appendices
	1. Appendix A- Training Team Members
	2. Appendix B- Training Agenda Requirements
	3. Appendix C-Training Documentation- Participants, date, time, hours, sign-off
	4. Appendix D- Description of Energy Efficiency Improvements
	5. Appendix E- Description of systems that were optimized
	6. Appendix E- Benchmarking Process
		1. Overview
		2. Electric Benchmarks
		3. Natural Gas Benchmarks
		4. Energy Savings Commissioning Results
		5. Verification of Improvements
	7. Appendix F- Recommendations for future opportunities.