



Warranty/Operation & Maintenance Manual Upload Procedure

READ ENTIRELY BEFORE UPLOADING!

Multnomah County's folder structure for Warranty/Operation & Maintenance Manuals follows Construction Specification Institute's MasterFormat naming convention. Our preset folder structure divides down to Tens Groups (Level 2). Stakeholders may add Level 3 Sub-Groups folders following the naming convention provided in the accompanying file "CSI Masterformat List.pdf" at their discretion. Any questions or concerns should be directed to fpm.buildings@multco.us



1. Email fpm.buildings@multco.us to access the buildings "O&M/Warranty Folders"
2. Name each individual **PDF** to be uploaded as follows
"MasterFormat# - Manufacturer - Model - Description"
"22 42 16.16 - American Standard - Simple 60.50A - Sink"
NOTES: (Only 1 copy is needed for multiple units that are same model)
(For Labor Warranties no model needed - must be signed by warranty company)
3. Identify the correct **MasterFormat** number for the PDF to be uploaded using the **"CSI Masterformat List.pdf"** inside the building folder.
4. Upload the **PDF** to the corresponding numbered folder in either the **"Warranties"** or **"Operations & Maintenance Manuals"** folder structure.
5. **Right click** on the newly uploaded file and select **"Get link"**.
6. **Copy and paste** the **link** in the corresponding [spreadsheet](#)
([please use the linked spreadsheet](#))