



Warranty/Operation & Maintenance Manual Upload Procedure

PLEASE 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 Sub-Groups (Level 3). Stakeholders may add Level 4 Sub-Groups (two digits after decimal) 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.bdmc@multco.us



1. Name the **PDF** to be uploaded as follows "**Manufacturer - Model**"
2. Identify the correct **MasterFormat** number for the PDF to be uploaded using the "**CSI Masterformat List.pdf**" inside the building folder.
3. Upload the **PDF** to the corresponding numbered folder in either the "**Warranties**" or "**Operations & Maintenance Manuals**" folder structure.
4. **Right click** on the newly uploaded file and select "**Get link**".
5. **Copy and paste** the **link** in a corresponding **spreadsheet** ([please be sure to provide the file name on the spreadsheet as well](#))