

**Overview:**

Owner Video Training (OVT) is the process of video recording a formal training seminar with support from contractors and equipment suppliers to familiarize owners and maintenance staff on the operations of each system. This requirement can be found in the building commissioning process.

**What We Do:**

[Jobsite Video Services](http://Jobsite Video Services) is a video production company that specializes in recording ‘owner training videos’ on mechanical systems for commissioning agents, general contractors, and subcontractors. We record video of all aspects of the training process. After recording, videos are edited, titles are added, audio enhanced, video enhanced, and then files are exported for delivery.

**Three Types of Owner Training Videos that Commonly Occur:**

**1. On Camera Training:** The mechanical/equipment supplier speaks on camera pointing out important components, demonstrating functionality, operations, and answering questions from maintenance staff.

**Our Approach/Recommendations:** We shoot these videos handheld with professional cameras. The flexibility of handheld shots allows us to maneuver around obstacles and find the parts of each component the presenter is speaking about. We also utilize zooming in and out to show the most detail possible of each component. Q&A usually happens during this process. Recording sessions are usually completed in one single take. Any mistakes will be edited out and replaced. The recording environments for these videos require cameras that function well in low light situations, as most of the shooting takes place in dark environments. Audio requires a wired connection for reliability as these shoots have lots of mechanical interference possibilities. The audio also requires a professional grade lavalier mic placed close to the neck of the presenter. Chillers and pumps have potential to drown out a presenter’s voice from these maintenance rooms.

**2. Recording User Interfaces (UI):** The mechanical/equipment supplier uses a computer to show user interface (UI) and trains staff on navigation of the systems. (VMU, AC/Temperature, Building Management Systems BMS). Mechanical/equipment supplier may also go over site plans.

**Our Approach/Recommendations:** During this process we place the camera on a tripod and focus is locked on the computer screen. A microphone is set up on the presenter. The result is clean visuals of the user interface/screen and clean audio of the presenter as they go over details and navigation. These presentations are usually done in a controlled room like an office, boardroom etc.

**3. Q&A:** Visuals of the systems are unavailable. The mechanical/equipment supplier goes on-camera speaking about a system and fields questions from owner/maintenance staff.

**Our Approach/Recommendations:** This process is set up similar to a news scrum. The presenter is on-camera and speaks about their topic. After speaking the owner/maintenance staff will stand behind the camera and ask questions. The presenter fields each question as they happen. This is the fastest and most effective way to do a Q&A. Some mechanical/equipment suppliers may think its not worth doing training if the systems are unavailable, however it’s best to capture them speaking about it and the Q&A afterward ends up very useful. We ask the presenter to include the question in part of their answer for best results.

### **Deliverables:**

#### **The current method of delivery:**

Jobsite Videos should be delivered in .mov or MP4 format using h264 compression. This format is the most versatile for viewing across typical desktop operating systems for both PC and MAC. The delivery media is either on USB drive or direct download. Typically a client will want a USB drive that contains the files.

### **Responsibilities:**

**Jobsite Video Services** will ensure that all products/services are provided in accordance with agreed timeframe (as noted on purchase order) and to a professional standard.

**Client/Consultant** are required to arrange for reasonable access by us to relevant individuals and mechanical systems, and shall be responsible for the scheduling, completeness and accuracy of the information supplied to us.

### **Typical Timelines for Recording Training:**

Training sessions vary in length individually. With proper organization of mechanical/equipment suppliers scheduled, typically we've recorded entire systems at:

#### [Dakota Field House](#) (1188 Dakota) **34 systems**

**Day 1** - Hydronic Wall Fin, Radiant Panels (Hung Style), RTU, AHI, Condensing Units, DHW Recir Pumps, ERV, Force Flow Heaters, Heating Loop Expansion Tanks, Heating System, Air Separator, Heating System Pumps, Humidifier, Radiant Panels Ceiling Style, Reheat Coils, Unit Heaters.

**Day 2** – Big Ass Fans, Combustion Air Fan, Domestic Water Piping Schematic, EF1-EF3, HRV-1, Hydronic Heating System Piping Schematic, Plumbing Fixtures, Sump Pump System.

**Day 3** – Comfort Sensors, Control Panel (MPR & Exhaust Damper and fan), Controls Review Supervisory Controller and Field Controllers, Outside Air Temp/Humidity, Perimeter Heating Controller, TEC Thermostat.

**Day 4** – Mitsubishi Split A/C (MPR), **Day 5** – Boiler

#### [Great West Life Building](#) (100 Osborne) **8 Systems**

**Day 1** – Heat Exchanger – VFD, Heat Exchanger VFD Controls Valve, HRU System, HRU Controls, Ceiling Fan Coil Equipment, Ceiling Fan Coil Controls.

**Day 2** – Building Management System Controls, Building Management System Controls Graphics.

### **For Best Results Select a Videographer with the following:**

- **Experience Shooting on a Jobsite:** The presenter will point out mechanical systems, components and details. If the videographer is familiar with these systems, it will greatly enhance the efficiency and quality of the training. Most training sessions require the scheduling of multiple contractors over the course of a few days. An experienced videographer will be ready for specific job-site situations to keep everyone on schedule.
- **Professional Video Camera:** This type of camera has longer continuous recording times and won't over-heat as mobile phones and DSLR cameras will in these tough environments. If equipment fails there is risk of having to book a re-shoot. Using professional grade equipment will save time.
- **Professional Audio:** Most training will be in loud rooms. A professional lavalier microphone will be needed to capture the presenter. The on-camera microphone will not work in most rooms.

Owner Training Videos (OTV) are not a typical job that videographers are ready for. If you can find someone that brings these items to a training session you will get the best results and value to the owner.