

FREE CHECKLIST

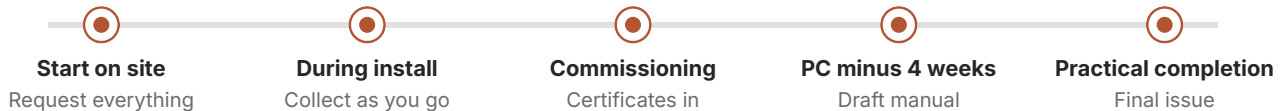
The O&M Handover Checklist

31

things to check

Everything a building services O&M manual needs, and when to ask for it.
Tick it off, and get your manual accepted first time.

When to ask for what



SET IT UP

5

Start on site

- ☐ Find the O&M clause in the specification or employer's requirements
- ☐ Agree the format and any template with the main contractor
- ☐ List every system and asset from the equipment schedules
- ☐ List every party and exactly what each one owes
- ☐ Make O&M information a condition of each subcontractor's final payment

HOW IT WORKS

6

For every system

- ☐ System description in plain English
- ☐ Control strategy and BMS points list, as commissioned
- ☐ Schematics and as-built drawings at their final revision
- ☐ Isolation points and emergency procedures
- ☐ Asset register as a spreadsheet, ready for the FM team
- ☐ Planned maintenance schedule

THE BASICS

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For every asset

- ☐ Product datasheet for the model actually installed
- ☐ Manufacturer's installation, operation and maintenance manual
- ☐ Commissioning record
- ☐ Warranty certificate, with the start date
- ☐ Recommended spares and maintenance frequencies

CERTIFICATES PEOPLE FORGET

10

If in your scope

- ☐ Water system disinfection certificate and sample results
- ☐ Ductwork air leakage test (DW/143) where specified
- ☐ Fire damper drop test records
- ☐ F-gas records and labelling for refrigerant systems
- ☐ Pipework pressure test certificates
- ☐ Gas installation commissioning records
- ☐ TMV commissioning records
- ☐ Electrical installation certificate (BS 7671)
- ☐ Emergency lighting and fire alarm certificates
- ☐ Building log book (CIBSE TM31) and Part L commissioning notice

THE FINAL CHECK

5

Before you issue

- ☐ Every certificate signed, dated and for this project
- ☐ Model numbers match the plant on site
- ☐ Anything missing listed with who owes it
- ☐ Bookmarked PDF plus a tidy electronic folder
- ☐ Handover and training records for the client's team

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Requirements vary by project. Always check the specification, the employer's requirements and the main contractor's handover procedure. Prepared by SF, OnTrack O&M.