

Cover Page

Document Title

Operation & Maintenance Manual forinsert appropriate trade discipline

Volume:

Issue date:

Revision:

Project information

GU Project No.	Type in the GU Project Number
Project Title	Type in the project title/description
GU Project Manager	Type in name of GU Project Manager
Site Location:	
Campus	Type in campus name
Building Code/Name	Type in GU building number/name
Floor/Room Number(s)	Type in floor/room numbers

Contractors/consultants information

Head/Main Contractor: _____

Discipline	Consultant	Sub-contractor/Supplier
Type in the trade discipline this manual is for. Refer to disciplines listed in GU Standard Drawing G001-C	Type in the design consultant's company name	Type in the name of contractor/supplier involved

Consultants review confirmation

Design Consultant: _____

Reviewed/approved by: _____

Date: _____

Signature: _____

Include a full list of contents with description of sections, sub-sections and page number.

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1. Scope of Works

Include a description of the scope of work in the contract/sub-contract.

This shall also state the exact location of work including details of the buildings, floors, room numbers as appropriate.

Staged/partial completion arrangement in the project, if there is any, shall also be described.

2. Consultants/contractors/suppliers contact list

List of company names, department, contact person, address, contact telephone/facsimile, emails...etc.

3. Design criteria/System description

List the design criteria in the project where applicable e.g. room usage/occupancies, floor loading, indoor/outdoor design temperature/RH, noise level, illumination level...etc. Design consultant's input to be sought if necessary on these information.

Give a brief description of all the engineering services systems installed the scope of the project. Clearly state the scope of ant new work, demolition work and/or modifications of existing system.

Demarcation of work/Interfacing point with other trades and/or utilities to be stated.

4. Certifications and approvals

Include a copy of all statutory certifications and approvals.

5. Equipment Schedules and/or Colours/Finishes/Furniture Schedules

Schedules shall include the asset label, quantity location, make, model, serial number, performance data..etc. of all equipment/assets provided in the project.

Colours Schedule, Finishes Schedule and Furniture Schedule of architectural/building works to be included in this section.

6. Manufacturers' Technical Literatures

Include equipment/materials manufacturer's technical data literatures with models specific for this project. They should not be generic catalogues of general products.

The technical data shall be clearly identified with the numbering/designation consistent with those on drawings or elsewhere in the project.

7. Testing and Commissioning Reports

Include testing and commissioning reports for all works in the project.

Reports shall be witnessed, dated and signed.

8. Operation and Users Instructions

Provide operation instructions and correct settings of the equipment/system installations and/or assets in the project to technical personnel as well as to the general users/building occupants as needed.

This should also include important safety instructions, special tools and cleaning instructions and trouble-shooting procedure to assist in solving problems to prevent unnecessary call outs.

9. Maintenance Requirements

Manufacturer's published recommendations for use, care and maintenance of equipment, materials and assets supplied/installed in this project.

10. Regular Services and preventive maintenance

Include schedules, procedures and proforma for recording statutory required inspections, testing and maintenance specific for this project.

11. Warranties

Include warranties by contractors, suppliers and manufacturers.

12. As Constructed Drawings

12.1 Drawing Schedule

A full list of As Constructed Drawings including drawing number, title, revision number and date.

12.2 As Constructed Drawings

Include As Constructed Drawings in B&W PDF format corresponding to Drawing Schedule in Section 12.1 and contents matching with the hard copies and CAD files.

Colour files can be used only if colours have adequate contrast with background.

13. Asset Register

Refer to GU Project Manager/Asset Manager for details of format and content requirements.

Appendices

I. Manufacturers' recommended spare parts & consumables

List spare parts for the equipment/assets provided as part of the contract and information on spare parts suppliers.

II. Essential safety provisions/data

Include any special hazardous materials data and/or health and safety information of equipment, materials, assets provided in the contract.

III. Check list of deliverables included in contract

List of any deliverables included as part of the contract such as licence documentation, keys, remote controllers, software, any special tools...etc.