

31.0 Operational & Maintenance Manual

An Operation and Maintenance Manual describes the key components and systems within a building and explains how they should be operated and maintained to help ensure that the project fulfils its promise to its occupants and The Highland Council. Effective operation and on-going maintenance are critical to the long term viability of any project.

By making these activities easier to understand - especially by outlining what to do and when - an Operation and Maintenance Manual can help ensure that the building is efficiently operated and well maintained long into the future.

Note: Council procedures must be followed – see CDM co-ordinator for procedure

The Operation and Maintenance Manuals must be handed over to The Highland Council on the day the completed project is handed over.

31.1 Product information / manuals

All original product information booklets and manuals which accompany any plant or equipment installed during a project should be kept and included within the O&M Manual for that project.

31.2 As installed drawings

Accurate creation of As Installed Drawings is fundamental in providing The Highland Council with the correct information to operate and maintain the building services systems.

As Installed drawings should be marked-up during the installation works by the mechanical and electrical site representative in order to ensure they are correct.

These accurate As Installed drawings should be included within the O&M Manual.

31.3 Testing & commissioning paperwork

During the testing and commissioning phase of the works all original testing and commissioning paperwork should be kept and included within the O&M Manual.