



D E W I C K
& A S S O C I A T E S

O&M MANUALS: CURRENT LEGISLATION

Following on from our May newsletter, this month we will look at the current legislation for handover documentation. In general, the content of O&M Manuals and Builders' Manuals has been developed in line with the requirements of AS/NZS 1388-1994, Guidelines for technical information for building and construction products, including as a minimum: Descriptions of the installation; Operating instructions; Maintenance schedules; Technical details and literature; Commissioning records; Training Records; Certificates; As installed drawings.

O&M Manuals and Builders' Manuals therefore provide a building owner / occupier with details of each building element to enable the efficient operation and effective maintenance of a Building to ensure longevity. Maintenance of building elements is heavily regulated, with specific requirements set out in the Australian / New Zealand Standards.

D&A O&M manuals include detailed maintenance log sheets for each element of an installation, which can be used during the defects liability period and throughout the life of equipment. Our log sheets are based on Australian Standards and the industry standard AIRHA DA19 document, detailing maintenance checks / procedures, frequency required and space for notes / sign off as completed. If you have your own Service Department maintenance requirements, we can easily include them instead.

O&M Manuals and handover documents are provided in various formats including Hard Copy folders, Digital Building Manuals or via an online portal. D&A have experience in, and are able to provide, all of these formats. We can either work with our standard template, your template or your Client's template.

As the Construction Industry evolves, Ecological Sustainable Design (ESD) is more prominent and Governments are setting more stringent energy targets / benchmarks. The future of Handover documentation will become more complex. We will cover this in more detail in an upcoming newsletter, including the additional services we can provide to ensure more efficient operation of a building and reduction in your desk based workload.

Let us know if you have a project we can help with; O&M Manual Builders' Manuals, Maintenance Matrix, Engineering or As Instal Drawings. We look forward to hearing from you,

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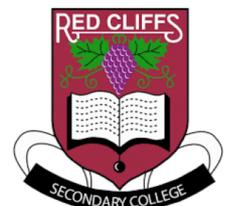
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Installed Drawings:
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Mechanical O&M Manuals, Asset
Register and As Installed
Drawings:
City of Tea Tree Gully

