



DEWICK & ASSOCIATES



O&M Manuals



Mechanical Engineering



Building Manuals



Commissioning Plans

ESSENTIAL HANDOVER DOCUMENTATION

O&M MANUALS / BUILDING HANDOVER MANUALS VS H&S FILES

Both an Operation and Maintenance Manual (**O&M Manual**) and **Health and Safety File** are generally required for the handover of a project on Project Completion, but what is the difference and what information do they contain?

O&M Manuals and **Building Handover Manuals** provide a building owner / occupier with **details of each building system** to enable the **efficient operation and effective maintenance** of a building and ensure longevity.

The Construction (Design & Management) Regulations (CDM) 2015, Regulation 12, requires a **Health and Safety File** to be provided to **summarise essential information** for the safe use, maintenance and cleaning of a building, and any future works (i.e. how to safely complete each task and what hazards may be encountered).

We have detailed the typical contents of both documents below:

O&M Manual / Building Handover Manual

- Description of the Installation
- Operating Instructions
- Maintenance Schedules
- Technical Details and Literature
- Certificates and Commissioning Records
- Training Records
- As Fitted Drawings

Health & Safety File

- Project Description and Team
- Remaining / Known Hazards
- Safe Working Loads and Structural Information
- Log of Hazardous Materials Utilised
- Safe Operation and Maintenance Procedures
- Safe Removal and Dismantling Procedures
- As Fitted Drawings

The extensive knowledge of **Dewick & Associates' in-house Engineers and Technical Writers** enables us to **provide high quality, accurate and professional** O&M Manuals, Building Handover Manuals and Health and Safety Files for your projects. Handover documents can be provided in various formats, including in hard copy folders, digital format or via online portals; D&A have experience in, and are able to provide, all formats. We can either work with our standard template, your template or your client's template.

Builder Manual and Combined O&M Manual



City of Oxford College City Centre
Campus Refurbishment

Combined O&M Manual



Viridor Recycling Plant, Polymer 2
Administrative Office Fitout

Builder Manual and Combined O&M Manual



City of Oxford College Blackbird Leys
Campus Refurbishment

Let us know if you have a project **Dewick & Associates** can assist with.

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D&A specialise in **Mechanical, Electrical and Fire Services O&M Manuals, As Fitted Drawings, Commissioning Plans and Building Handover Manuals**. Our chartered, qualified Engineers can also provide Mechanical Engineering Services.

