



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

ARTICLE: CIBSE TM31 LOGBOOK



Part L2 of the UK Building Regulations dictates that a building owner must be issued with suitable information to operate and manage their building efficiently before approval of final construction can be given.

Often referred to as a Building Log Book, the legislated document not only explains the design features of the building, and how to operate components in the most effective way, it is designed as an evolving instrument to record energy performance and record changes to the building, enhancing building management and operation.

A Building Log Book must be issued for a new building, however the provision of such a document is also suggested for existing buildings where services have changed.

A Building Log Book is different to, but draws upon, information contained in an Operating & Maintenance Manual (O&M Manual) or a Health and Safety File (H&S File). It is a concise document that is easy to understand, providing an overview of the way the building was originally designed and intended to operate, in addition to any changes that have been made. Building Log Books should be prepared in accordance with the Chartered Institution of Building Services Engineers' (CIBSE) TM31 Log Book Toolkit and be reviewed and updated regularly by the building's Facilities Manager.

Dewick & Associates experienced Engineers and Technical Writers are fully conversant with requirements of the documentation, information we need from the project team and also information we need to provide and include. Dewick & Associates have written many Log Books summarising all key information about the building, including the original design, commissioning and handover details, and information on its management and performance, in addition to providing links to key documents such as As-Fitted drawings, an asset register, emergency procedures, a hazard register, a Health and Safety File and the building's BMS manual.

The document is invaluable as a source of information for any team member involved in the daily management or operation of the building, or anyone carrying out work on the building and its services.