



SAFETY FILE WITH O&M MANUAL

SAFETY FILE WITH OPERATIONS AND MAINTENANCE MANUAL

Project Ref. /Name: Stanhope Secondary School

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Project Details: Stanhope Secondary School,
Manor St, Stoneybatter, Co. Dublin

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Note: Safety File Information shall be provided by the main contractor, a minimum two no. hard copies and digital versions of the final approved Manual.

The Purpose of the Safety File

The PSDP is responsible for ensuring that a health and safety file is prepared for each building or structure in a construction project.

The health and safety file is a record of information for the Client or end user focusing on health and safety. The file stays with the building or structure for ever as a permanent record of how the project was designed and built.

The purpose of the Safety File

Give persons who may later need to carry out any further work such as:

- Construction work on the building
- Refurbishment
- Repairs
- Maintenance
- Cleaning on or in the building or structure
- Demolition of the building or structure

The health and safety file must contain:

- All of the design and other information that has been supplied by the designer
- Any other information relating to the project which it is reasonably foreseeable will be needed to ensure the health and safety of persons carrying out, or who will carry out, construction work or cleaning work in or on the structure

Typical principal contents of the health and safety file would be:

- 'Record' or 'As Built' drawings and plans used and produced throughout the construction process
- The design criteria
- General details of the equipment and maintenance facilities within the structure
- Maintenance procedures and requirements for the structure
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems
- The health and safety file will also contain information on articles, substances or materials used in the structure along with manufacturer's information
- If the building or structure is ever sold, the file must be transferred to the new owner and kept with the building or structure
- The file must be made available to any persons who need it in the future

O&M Manual Requirements – General

- It is a contractual requirement that the main contractor shall produce an Operations and Maintenance manual for the works. **The required format (physical O&M Manual) for submission is to be agreed with the Architect at tender stage however as a minimum two no. hard copies and digital versions of the final approved manual will be required.** Draft digital copies of the O&M Manual shall be submitted for review to the Architect no less than three weeks in advance of the agreed date for Practical Completion.
- To facilitate submission of record drawings, the Contractor shall keep on site complete set of all drawings used on the Contract Works, on which he shall mark alterations to the designs shown thereon as such alterations are carried out. THIS PROCEDURE SHALL BE STRICTLY ADHERED TO.
- All operation and maintenance manuals along with their associated record drawings shall be prepared in accordance with the requirements of BSRIA document BG 79/2020 Handover Information and O&M manuals.
- The complete sets of Operating and Maintenance Manuals and record drawing shall be supplied to enable the Employer to operate and maintain the system correctly.
- The manuals must therefore contain all necessary technical information on each item of equipment and the associated components which have been used to assemble and construct the system(s).
- In addition, manuals for each system must contain information on the design intent of the system, commissioning and testing results and reports of how the components of the system are adjusted to achieve the design intent, line diagrams to show how the system is arranged in the building giving the location of all equipment and components, its control system, how the system must be set in the normal operating mode and in the event of any emergency, routine check that must be made and a list of spares which should be kept and a list of any special tools which may be required.
- The manuals must be prepared in such a way that an Architect / Engineer / Client without any previous knowledge of the Project may use them to operate and maintain the system.

The O&M Manual shall include, but not be limited to, the following:

- Current, as of date of issue, contact details of each company/contractor involved in the supply or manufacture of elements, materials and components.
- All project approved certification, documentation and trade literature in relation to elements, materials and components used in the works.
- Hardcopy O&M Manual Format - A4 lever arch files with rigid plastic-coated covers shall be used which
- A full set – in A3 format – of approved as-built drawings with all approved changes incorporated and supplemented with a comprehensive text based technical description of each element and system type of the works.
- A Copy of all completed BCAR Ancillary certificates and Statutory documents where applicable.
- All Required Building service and Architectural Data Evidence as detailed above.
- Full set of structural calculations for reference.

- Records of any toughened glass, including heat soak testing records. Include any records of NiS breakages that occur on-site during construction.
- A full list of warranty statements clearly identifying any terms and conditions.
- The approved Maintenance & Access Strategy Report which shall include methodology covering the procedures for replacement components, elements and materials which have been identified as 'Replicable' items and therefore having a design life which is less than the design life of the works.
- The approved Maintenance & Access Strategy Report, which shall include methodology covering the procedures for replacement of damaged and/or defective components, elements and materials.
- Manufacturer's recommendations and methodology for all routine cleaning and maintenance including but not limited to appropriate cleaning products, repair products, lubrication of component parts etc.
- Record/ check sheets for routine cleaning and maintenance works.

Presentation

- Indexing System
- Each volume shall be numbered and shall be divided into sections using an appropriate numbering system

Paper Sizes

- The manual will contain manufacturer's literature which will be different sizes. Large pages will be folded and small pages will be fitted in plastic pockets with a reinforced edge punched for filing in A4 lever arch files.
- The page size shall be standardised for all volumes using A4 paper (210 x 297mm) with four holes punched centrally in the longer side 80mm apart. Diagrams shall be prepared on A4 or A3 (297 x 420mm) paper

Section Dividers

- Stiff cardboard section dividers with extended tabs shall be used; these shall be SUMMIT Ring Book Guides or equivalent.

Files for Manual

- A4 lever arch files with rigid plastic-coated covers shall be used which shall be EMGEE or equivalent.
- Inlaid lettering on the front cover shall indicate the title, i.e. Operating and Maintenance Manual, the Name of the Project and Volume Number. A label shall be fitted in the window on the spine of the file listing its contents.
- The Trade Contractor is advised that all Record Drawings and O & M Manuals in the form described herein must be handed over to the Architect prior to the issue of a Practical Completion Certificate for the Trade Contract Works. Failure to issue these Record Drawings and O & M Manuals will also defer the issue of the Practical Completion Certificate until such time as they are received.

- If the Trade Contractor fails to issue such documentation on time, then the Architect will have the right to engage such other third parties to prepare these Record Drawings and O & M Manuals and any resultant cost incurred by him shall be borne and set against the Contractor.
- As-built Drawings - The Contractor shall include for a complete set of as-built drawings which shall incorporate all works carried out and completed by the Contractor
- To facilitate submission of record drawings, the Contractor shall keep on site a complete set of all drawings used on the Contract Works, on which he shall mark alterations to the designs shown there on as such alterations are carried out.

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1.1 - Brief Description of the Works stating new and old Building name and Details of ownership

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4.0 - Section 4 - Health & Safety

- 4.1 - Copy of AF1 & AF2 forms
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6.1 - The Fire Safety Strategy for the building including drawings showing emergency escape routes

6.2 - Location of emergency and firefighting systems, services shut off valves, switches etc

6.3 - Copies of all relevant & necessary drawings and instructions that are also located adjacent to the fire alarm panel and at other required locations around the building for escape purposes.

6.4 - Drawings in colour and in an a3 format showing Fire Exits and Door Numbers.

7.0 - Building Services O & M Manuals

Note: Operation and Maintenance Manuals shall be provided by the main contractor in both **Hard and Soft** Copy.

7.1 - A full description of each of the systems installed, written to ensure that the Employers' staff fully understand the scope and facilities provided.

7.2 - A description of the mode of operation of all systems including services capacity and restrictions.

Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.

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7.12 - Control sequences for all systems installed.

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7.14 - Procedures for seasonal changeovers.

7.15 - Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.

7.16 - A list of normal consumable items.

7.17 - Fault finding.

7.18 - Emergency procedures, including telephone numbers for emergency Services.

7.19 - Hidden risks e.g. burial of contaminated materials, unused lift shaft.

7.20 - M & O manuals (mechanical, electrical, etc.) checked by relevant Design Team members to Client's satisfaction as per attached schedule.

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7.26 - Single A4 Operation Sheets for each service should form part of the M&O Manuals .

7.27 - All commissioning certificates (mechanical, electrical, etc.) which will be forming part of the M&O Manuals. They have to be executed by Client as well if required.

7.28 - Details of Service Authorities.

8.0 - Building Maintenance Strategy

(Including: Monitoring, Metering, Isolation, Cleaning, Statutory inspections, Cleaning, Repair, Replacement, Painting, Re-glazing, Fixing of accessories)

8.1 - Building Maintenance

- 8.1.1 Contractor to provide Maintenance advice/ Contact Information on the following;
- 8.1.2 Below Ground Services - Service ducts and trenches Drainage Manhole chambers
- 8.1.3 Primary Structure
- 8.1.4 Building Envelope
- 8.1.5 Windows
- 8.1.6 Facades
- 8.1.7 Roofs
- 8.1.8 Guttering and rainwater goods

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8.2.1 Mechanical

8.2.2 Electrical

8.2.3 Smoke detectors and fire alarm

8.2.4 Emergency/ escape lighting

8.2.5 External Lighting

8.2.6 Plant Room Maintenance

8.2.7 Schedules of plant, equipment, valves etc. Stating their locations, duties and performance figures, operations procedure, Technical Literature and test results

9.0 - BCAR Ancillary Certificates

9.1 – List of Ancillary Certificates

9.2 – Copy of Ancillary Certificates

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