



SAFETY FILE WITH O&M MANUAL CHECKLIST

SAFETY FILE WITH OPERATIONS AND MAINTENANCE MANUAL CHECKLIST

Project Ref. /Name: Stanhope Secondary School

Doc Ref: 2608

Stage: Tender

Project Details: Stanhope Secondary School,
Manor Street, Stoneybatter, Dublin

Completed by: David Farrell

Date: May 2026

Revision:

Safety File with Operations and Maintenance Manual Checklist

SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013 & BUILDING CONTROL (AMENDMENT) REGULATIONS SI 9 2014

Project Ref.	Refurbishment of 2o Science Rooms & prep Room at Stanhope Secondary School	Doc Ref:	2608 SF&OM Checklist
Project	Stanhope Secondary School, Manor Street, Stoneybatter, Co. Dublin	Date	Ma 2026

This document has been prepared by McLoughlin Architecture and under the supervision and to the satisfaction of:

Liam McLoughlin,
McLoughlin Architecture,
Unit 4B, Elm House,
Millennium Park,
Naas, Co. Kildare.

To whom the copyright of this document belongs.

DISCLAIMER:

The attached file has been prepared by McLoughlin Architecture Ltd. in its capacity as the Project Supervisor for the Design Process and under and by virtue of regulations made pursuant to the Safety, Health and Welfare at Work Act 2013 & Building Control (Amendment) Regulations SI 9 2014. It is not intended to create and McLoughlin Architecture does not accept, any new liability in contract or in tort arising from this document, its presentation or publication. Without prejudice to the generality of the foregoing, McLoughlin Architecture Ltd. in particular disclaims all liability in relation to any statement contained in this document by any supplier or any other third parties.

In accordance with Regulation 13 of the SHWW (Construction) Regulations 2013 it is the duty of the Project Supervisor for the Design Stage to prepare a safety file appropriate to the characteristics of the project, containing relevant safety and health information, including any information provided under regulation 21, to be taken into account during any subsequent construction work following completion of the project, and promptly deliver the safety file to the client on completion of the project.

The following information is thus required for inclusion in the Safety File:

1.0 - Project Description & Details		Information source:	Date Received
1.1	Brief Description of the Works stating new and old Building name and Details of ownership		
1.2	Start & PC Date for the Works		
1.3	Project Contact List		
1.4	Contract Drawings (A3)		
1.5	Change order drawing		
1.6	As built Drawings with index & Legend (a3)		
1.7	Project Specifications		
1.8	Main Contractors & Subcontractors H&S information, records and Insurance details		

2.0 - Statutory Documents		Information source:	Date Received
2.1	Copy of relevant Planning Permission for the Development		
2.2	Copy of relevant Fire Safety Certificate for the Development		
2.3	Copy of the Disability Access Certificate for the relevant Development		

3.0 - Certification & Compliance/ Conformance		Information source:	Date Received
3.1	Copy of the Opinions on Compliance with Planning Permission for the relevant development		
3.2	Copy of the Opinions on Compliance with Building Regulations for the relevant development		
3.3	Copy of the Certificate of Compliance on Completion for the relevant development		
3.4	Ancillary Certificate of Compliance for the relevant development		

3.5	Completed Inspection Plan as implemented for the relevant Development		
3.6	Copies of Certification of all Fire Proofing Works completed within the relevant development		
3.7	Opinions/ Certificate of Compliance for any particular element(s) of the works where required		

4.0 - Health & Safety		Information source:	Date Received
4.1	Copy of AF1 & AF2 forms		
4.2	Copy of the Preliminary Health & Safety Plan as issued by the PSDP		
4.3	Method statement template		
4.4	Health & Safety Site Audits carried out during works		
4.5	PSCS Health & Safety Plan information to include records of Accidents/ Incidents and actions taken during the Works		
4.6	Identification of Residual Risks/ Hazards on site for future Works		
4.7	Record of Visits from the HSA & copies of any correspondence between the PSCS & the HSA		
4.8	Certification of proper disposal of contaminated waste from site if required		
4.9	Certification of proper disposal of all waste from site		
4.10	Site regulations		
4.11	Client Handbook (If Applicable)		

5.0 - Building Fabric, Materials & Maintenance		Information source:	Date Received
5.1	Details of construction methods and materials which may present significant residual hazards with respect to cleaning maintenance or demolition for all contractor designed work and performance specified work.		
5.2	Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including MSDS sheets and manufacturers recommendations for cleaning and Maintenance.		
5.3	Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.		
5.4	Copies of all test certificates and reports required in the specification.		
5.5	A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.		

6.0 - Fire Safety, Escape & Evacuation		Information source:	Date Received
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		Information source:	Date Received
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.		
7.3	An A3 reduction of all record drawings together with an index.		
7.4	Legend for all Colour coded services.		
7.5	Schedules of plant, equipment, valves etc. Stating their locations, duties and performance figures.		
7.6	The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.		
7.7	Manufacturers' technical literature for all items of plant and equipment together with catalogue list numbers.		
7.8	Manufacturers' technical literature for all plant and equipment assembled specifically for the project		
7.9	A copy of all test certificates.		
7.10	A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers.		
7.11	Starting up, operating and shutting down instructions for all equipment and systems installed		

7.12	Control sequences for all systems installed.		
7.13	Schedules of all fixed and variable equipment settings established during commissioning		
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.		
7.21	Schedule of manufactures and contact details should form part of the M&O Manuals.		
7.22	Single A4 Operation Sheets for each service should form part of the M&O Manuals.		
7.23	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.		
7.24	M & O manuals (mechanical, electrical, etc.) checked by relevant Design Team members to Client's satisfaction as per attached schedule.		
7.25	Schedule of manufactures and contact details should form part of the M&O Manuals.		

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		Information source:	Date Received
(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		
8.2	Building Services		
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		Information source:	Date Received
9.1	List of Ancillary Certificates		
9.2	Copy of Ancillary Certificates		

End of Document.