

Summary

The latest revision (10.0) of the guidelines for both the Building Fabric Manual and the Operation & Maintenance Manuals has been issued. The guidelines set out the requirements for the production of the manuals for all projects undertaken by and for, Imperial College London.

Introduction

The introduction of CDM2015 Regulation, combined with the change of responsibilities for the production of end-project documentation has provided the opportunity to undertake a full review of the O&M Guidelines. The revisions have taken into consideration current College policies, CDM regulation and feedback from end users. Areas of revision include:

- Introduction of new document RM09 Record Document Process Guidelines.
- Contractor's responsibility for the production of record documents.
- Clarification on the record document production process.
- Implementation of a Record Document Strategy Meeting for all projects.
- Revision of the Asset Register process.
- Clarification of Fire Safety information requirements.
- Updated quantities of manuals and drawings required for issue.
- Redraft of the guideline's layout to closer align with the layout of the final manuals.
- Appointment of a Technical Author from the College's Approved List of Suppliers.
- Guideline documents split out to cover general process and technical production, specifically aimed at the user.

What are the issues

Handover of complete and accurate record documents is a required deliverable by the Principal Contractor and completion cannot be given until these have been issued to the College's satisfaction. The manuals must be produced to the specified format to allow for compatibility with Document Manager and to facilitate long-term preservation of the records.

What is the procedure?

The revisions have introduced a new suite of documentation aimed at providing a user friendly guidance for the production of the Building Fabric Manual, Operating & Maintenance Manuals and their associated As-built Drawings:

- RM09 Record Document Process Guidelines – for reference by anyone working on a project to outline the requirements and production process.

The following two documents are aimed at the Technical Author to provide specific guidelines on the required content, format and output:

- RM07 Building Fabric Manual Production Guidelines
- RM08 Mechanical & Electrical O&M Production Guidelines

Project Managers, Principal Contractors, Principal Designers and Technical Authors are required to adhere to the guidance provided within each document regarding the production of manuals for construction and infrastructure works at the College. The guideline documents can be found on:

<http://www3.imperial.ac.uk/estatesprojects/policyandstandards>

Who does it affect?

This affects Project Managers, Principal Designers, Principal Contractors and Technical Authors.

Further Information

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