

Summary

An updated revision of the guidelines for the Record Document Process, Building Fabric Manual and Operation & Maintenance Manuals have been issued and published on the Estates Development & Projects website.

The guidelines set out the requirements for the production of the manuals for all projects undertaken by and for, Imperial College London.

This version supersedes Rev 10 which was issued in February 2016

Introduction

The guidelines have received minor updates based on feedback received following issue of Rev 10 last year. These updates include the following:

- Draft manual review process
- Project team responsibilities
- Asset register schedule and procedure

And minor text updates as referenced in the revision history of each document.

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.

The review process has been analysed and updated to provide greater assurance that the issued record documentation provides an accurate reflection of the works carried out.

What is the procedure?

The 2016 overhaul of the guidelines delivered 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 Rev 1.1: 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. Rev 10.1
- RM08 Mechanical & Electrical O&M Production Guidelines. Rev 10.1

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://www.imperial.ac.uk/estates-projects/resources/guides-policies/>

Who does it affect?

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

Further Information

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