

# IMPERIAL

## Property division

Construction Project Production Guidelines for the  
**Building Fabric Manual (incorporating Health & Safety File)**  
Guidance for the Technical Author

**REVISION 11**  
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Imperial College London

imperial.ac.uk

# Document History

## Revision History

Revision Number	Revision Date	Summary of Changes
Rev 10	February 2016	
Rev 10.1	February 2017	<ul style="list-style-type: none"><li>• Updated Pt 1 7.0 Draft Manuals Review Process</li><li>• Updated Pt 2 2.2 Fire Strategy</li><li>• Updated Pt 2 5.0 Asbestos Information</li><li>• Changed all references of Supervisor to Compliance Monitor</li></ul>
Rev 10.2	August 2017	Section 9 updated to define new schedule of contents
Rev 10.3	January 2020	<ul style="list-style-type: none"><li>• Minor text updates to refer to EIR instead of CAD strategy and updating changes to job titles and division names.</li><li>• removed text from Pt 1 7.0 which is duplicated in document RM09</li></ul>
Rev 10.4	September 2021	<ul style="list-style-type: none"><li>• updates to required format and delivery method of record documents.</li><li>• minor update to Pt 1 3.0 H&amp;S</li><li>• minor update to Pt 2 5.0 Asbestos Information</li><li>• minor update to Pt 2 2.2 Fire Fighting strategy</li><li>• appendices updated</li></ul>
Rev 11	October 2025	<ul style="list-style-type: none"><li>• updated references to Imperial in line with the rebrand</li><li>• Pt 1 4.0 Mechanical &amp; Electrical manuals – minor text update relating to scope.</li><li>• Pt 1 5.0 Manual Format - minor format and text updates.</li><li>• Pt 2 2.0 Project Description – minor text update</li><li>• Pt 2 2.2 Fire Safety information- update to cover Fire Safety England regulations.</li><li>• Pt 2 4.0 Health &amp; Safety information - updated</li><li>• Pt 2 7.0 and 8.0 - update relating to specialist self-contained O&amp;Ms and Imperial procured items</li><li>• Pt 2 9.0 Manufacturer's Literature - minor text update</li><li>• Pt 2 10.0 and Pt 1 4.0 M&amp;E information - minor text update</li></ul>

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## Part 1: Production Guidance

### 1.0 Introduction

This document provides guidance for the production of the Building Fabric Manual (Incorporating the Health & Safety File) for Imperial College London construction projects. The contents of this document are primarily for the Contractor and their Technical Author appointed to produce the manuals. The Project Manager and Design Team should also familiarise themselves with the format and content requirement to aid with issue of appropriate documentation and reviews.

This should be read in conjunction with the latest revisions of *Record Document Process Guidelines (RM09)* the *Production Guidelines for the Operating & Maintenance Manuals (Mechanical & Electrical Services) (RM08)* and the Technical Author's Scope of Services.

It is the responsibility of the Contractor to deliver all O&Ms and associated Record Drawings as a required deliverable of the works carried out. To enable the manuals to be produced to the standard required, they are to appoint a Technical Author from Imperial's recommended list.

Should the scope of the project determine that no Technical Author is required, the Contractor is instead to produce the Record Documents in accordance with these guidelines.<sup>1</sup>

Refer to the [\*Record Document Process Guidelines \(RM09\)\*](#) for an outline of individual responsibilities and record document production process.

The intention is to provide a document that meets statutory and operational requirements, whilst being user friendly and compatible with Imperial's Property Division's document management system.

### 2.0 Purpose of the Building Fabric Manual

The Building Fabric Manual (BFM) consists of the information required by the Property Division to manage the maintenance of the external fabric of the building, along with all internal fittings, fixtures and finishes. The manual should contain all architectural, structural and safety information on changes made to the space, providing a reliable reference point for any future renovations and repairs.

The BFM provides all the information to allow the Building Manager to:

- Manage their work safely
- Advise on significant risks to those who require access to the building to undertake surveys, construction work or regular maintenance work to plant and equipment.

The manual also forms part of the record documentation for issue to the Archive, providing an authentic and accurate record of the works carried out as part of the project.

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<sup>1</sup> This is to be agreed at the Record Document Strategy Meeting by the Contractor, Project Manager and Archives Officer (Projects).

### **3.0 Incorporation of the Health and Safety file**

The Principal Designer is responsible for the production of a Health & Safety file for all projects involving more than one contractor, in accordance with Appendix 4 of L153 “Managing Health and Safety in Construction”.<sup>2</sup>

Should the Principal Designer’s role cease before completion of the project, the Principal Contractor takes on the responsibility for completing and issuing the file to Imperial.

The Health & Safety file needs to include information from the project that will help when planning subsequent work, ongoing maintenance, cleaning, refurbishment or demolition and includes:

- Building fire strategy, including drawings showing emergency evacuation routes and locations of fire-fighting equipment, evacuation lifts and safe zones (refer to the project EIR for details of requirements).
- Asset management as agreed with the end-user, including window and façade cleaning, plant and equipment replacement strategies.
- Notes on residual risks to be managed by the client for the project area. This will include any hazardous materials required to be purchased or used as part of a maintenance regime eg oils, cleaning fluids, paints and adhesives.
- Up to date information on asbestos in the project area (for inclusion within [Section 5](#))
- Architectural, structural and M&E services’ design criteria.

The Health & Safety File is incorporated within the Building Fabric Manual. The Principal Designer is to work with the Contractor and Technical Author to ensure that all necessary Health & Safety information is included in the file, forming a part of the final sign-off process.

If no Building Fabric manual is required owing to the nature of works, the Health & Safety File shall be incorporated instead within the Mechanical and Electrical O&Ms, with any necessary changes to the schedule of contents to be discussed with the Estates Records & Archives Officer.

Any exceptions, where a Health & Safety file may be required as a separate document and produced by the Principal Designer, will be agreed in the Record Document Strategy Meeting.

### **4.0 Mechanical and Electrical O&Ms**

For most projects, separate mechanical and electrical manuals are required. (Operation and Maintenance Manuals or O&M). Refer to *Production Guidelines for the Operating & Maintenance Manuals (RM08)* for the production and distribution of these documents.

For very minor projects only (for example, single room redecorations with minimal mechanical alterations and no maintainable assets) this information may be incorporated within the Building Fabric manual. This is to be considered as the exception and ONLY if agreed with the end users and the Estates Records & Archives Officer at the Record Document strategy meeting.

### **5.0 Manual Format**

The contents of the manual will consist of 13 sections as described in Part 2 of this document.

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<sup>2</sup> Health & Safety Executive “Managing Health and Safety in Construction. Construction (Design and Management) Regulations 2015; <http://www.hse.gov.uk/pubns/priced/l153.pdf>

The typeface to be used is Arial. Other fonts should only be used in specific applications where the use of Arial is not possible or appropriate (e.g. mathematical formulas). When using the Imperial logo, always use the original and unaltered artwork. The logo is available from the Imperial Brand Management platform.<sup>3</sup>

## 5.01 Digital

The electronic manual is to be issued as a single pdf file. The document must be fully hyperlinked, with all literature inserted within the document, and not link to files or documents contained in external folders. Hyperlinks should include (but not limited to):

- Contents page to each section of the manual
- Each section's index page to referenced items / sub-sections within that section.
- Maintenance strategy/hazards outlined in Section 4 to the appropriate literature/drawings in Section 9
- Any reference to an item found elsewhere in the manual.

The document needs to be user friendly, enabling the user to review all sections independently via the hyperlinks and without having to scroll through the entire document.

The electronic file should be concisely named and include the Imperial project number. Refer to the Estates Records webpage for file naming guidance.

<https://www.imperial.ac.uk/estates-projects/space-management/information-management>

The digital format issue should consist of a folder containing the following items:

- One copy of the manual in an unrestricted pdf format, without password protection or editing restrictions, enabling information to be extracted as required
- A second pdf copy in pdf-A format or with editing restricted, to provide a fixed record of the works.
- A folder of as-built drawings in pdf and dwg format (meeting the project EIR requirements). These are to be fully itemised in the schedule of drawings in Section 6 of the manual.
- Where agreed in the Record Document strategy meeting, a copy of the manual and literature in their native editable format (word format, for example)

Zip files are not to be used.

Any other documents requiring issue as a separate file (for example a specialist contractor stand-alone manual) needs to be agreed and recorded in the minutes of the Record Document Strategy meeting and included on the Tracker. **Unless this has been agreed, all sub-contractor literature and specialists' O&Ms need to be incorporated within the manual's pdf document and fully hyperlinked.**

Refer to [RM09 Record Document Guidelines](#) Section 7 for full details on the requirements for Specialist contractor documentation.

Literature which has been issued as a separate file or incorporated within another manual should be cross-referenced in the appropriate section of the main O&Ms, to aid the user in locating the information.

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<sup>3</sup> Refer to Imperial's brand management platform for further information, including the "house style": <https://www.imperial.ac.uk/communications/toolkits/brand/>

## 5.02 Hard copy

For capital works projects, a hard copy of the manual, including architectural and key structural drawings is also required for the Estates archive. A hard copy may not be required for minor works projects or temporary works, as agreed at the record document strategy meeting.

The hard copy file is to be issued in a white hard cover A4 4-ring binder. Sections should be clearly denoted using wide subject dividing cards.

## 5.03 Cover and spine

The front cover (and the spine of the hard copy manual) must display the following information so that the user can easily locate the correct manual.

- Imperial's project number
- Imperial/Estates Archive's document reference number
- Project title,
- Building and campus,
- Completion Date
- Type of manual (ie Building Fabric, Mechanical, Electrical etc)
- Contractor's details.

The registered project number, document reference number and title will be confirmed at the record document strategy meeting, or by contacting the Estates Records & Archives Officer

Where the hard copy consists of more than one volume the spine label must also include a schedule of information contained within that specific volume ie Section number and headings.

Refer to **Appendix (i)** for sample cover and spine templates. Editable versions of these templates can be obtained from the Estates Records & Archives Officer upon request.

## 6.0 Draft manuals review process

The compilation of the manual should start during construction and drafts of the Building Fabric Manual are to be issued for review in accordance with the Project Handover Plan and in sufficient time to allow for the final copies to be issued at completion. The drafts should be uploaded to the project file for review, unless otherwise agreed.

Refer to section 4.07 of [RM09 Record Document Process Guidelines](#) for an outline of the review process.

## 7.0 Production of As-built Drawings

The Building Fabric Manual requires all as-built architectural, structural and manufacturer drawings produced as an outcome of the completed works. This includes general arrangement, layout, plans, elevations, section drawings and detail drawings for all elements of the construction.

All drawings are to be issued by the Contractor as final As-built status and produced in accordance with the project-specific Employers Information Requirements (EIR).

Electronic format drawings are to be issued in dwg and pdf formats.

Details of the drawing approval process are outlined in the [RM09 Record Document Process Guidelines](#) and should have commenced at Stage 2 Design.

By construction stage, drawings are expected to be produced to the EIR standard, however final sample drawings should be resubmitted at Stage 5 to [cadcompliance@imperial.ac.uk](mailto:cadcompliance@imperial.ac.uk) to confirm that this has been followed and the room numbering is correct.

**The EIR applies to all drawings including, but not limited to, architectural, structural, mechanical, public health, electrical, fire strategy which represent a part of the fabric of the building and may be needed for alterations or renovations in the future.**

Some manufacturers' component drawings supplied in Section 9 Manufacturer's literature, may be issued in pdf format only if they would not require to be updated by Imperial in the future. All drawings should however include the Imperial project number, project title, building and location of works, campus, date of installation. The Estates Records & Archives Officer must be included in this decision to advise on what drawings are needed for the Estates Archive.

Any drawings produced for specialist works whether sub-contracted to the main contractor, or procured directly by Imperial, must also be checked by the Building Information Manager to confirm whether compliance to the project EIR (Employers Information Requirements) is required.

Where a hard copy manual required for the Estates Archive it must include a full set of hard copy drawings, printed to the size specified on the drawing scale and folded down to A4 for insertion into the file. At a minimum, this applies to all Architectural and Structural drawings, the hard copy output of all other drawings is to be agreed at the Record Document Strategy Meeting.

For large quantities of drawings, which may not be practical to deliver in binders, alternative storage is to be agreed with the Estates Records & Archives Officer to ensure they are stored in a manner suitable for long-term preservation whilst meeting storage and safe access requirements.

NOTE – If mechanical and electrical information is included with Section 10 of the Building Fabric manual, the M&E drawings are also to meet the above requirements.

## 8.0 Distribution of Manuals and Drawings

The final digital format manual and drawings is to be uploaded to the project file on Box, unless another delivery method has been agreed with the Estates Records & Archives Officer. This must be accompanied by the completed comments tracker and a sign off letter confirming that the record documents have been checked and reviewed, to represent an accurate record of the works carried out.

Upon receipt of this notification, the Estates Records & Archives Officer will transfer the manuals to the O&M database, sending an Issue Memo to confirm receipt. Any further changes to the record documents once issued must be accompanied by a Revision Record to document the updates.

The Building Information team receives a set of as-built DWGs from the Records & Archives Officer upon issue of the O&Ms. In the event of a phased project or otherwise delayed issue of O&M's, final As-builts may be issued in advance but does not negate their requirement to be included with the O&Ms, which must consist of a complete set of final record documents.

The hard copy manual and drawings is to be delivered to the Estates Records & Archives Officer, and the content must be an exact copy of the digital version. Any revisions made to the digital copy must also be made to the hard copy – if this has already been delivered to Imperial, arrangements must be made to replace updated pages. Refer to the Record Document Guidelines [RM09](#) for post-completion and defects items.

**All copies (hard copy and digital format) of the drawings and manuals are to be issued to the Estates Records & Archives Officer without exception. Anything issued directly to any other department cannot be guaranteed as the final issued Record Documents.**

## **Part 2: Building Fabric Manual Standard Contents**

The following is the standard index of contents. Should any section not be applicable to the nature of works, it is not to be omitted but instead should include a comment that the section is "not applicable"

### 1.00 Introduction and Location of Works

### 2.00 Nature of Project and Project Description

- 2.1 Design Criteria – Architects, Structural and M&E
- 2.2 Fire Strategy & Fire Safety Information

### 3.00 Project Directory

### 4.00 Health and Safety Information

### 5.00 General information on Asbestos

### 6.00 Schedules of all drawings

### 7.00 Specialist Contractors

### 8.00 Imperial College Internal Specialist Works

### 9.00 Building Maintenance of Structure, Envelope, Finishes, Fixtures and Fittings

- 9.1 Substructure
- 9.2 Superstructure
- 9.3 Internal Finishes
- 9.4 Fittings, Furnishings and Equipment
- 9.5 External Works

### 10.0 Mechanical & Electrical information

### 11.0 Warranties, Certification and Commissioning

### 12.0 Planning Permissions

### 13.0 F10, Consent to Commence Work, Waste Management Plan

#### **Detailed description of contents**

Refer to the following pages for further details of what is to be included in each section.

## 1.0 Introduction and Location of Works

This section provides an overview of the document, file holders responsibility, project and location details. This section should commence with a Revision Record

### 1.1 Purpose of the Building Fabric Manual / Health & Safety file

A brief outline of the regulatory responsibilities that require the production of this file

### 1.2 File holder's responsibilities

An outline of the user's responsibilities in the accepting, maintaining and updating of the health and safety file

### 1.3 Location of the works

This needs to be specific, providing a precise location of all areas encompassed by the works and should reference any plant rooms external or circulation areas affected. For example:

*The works outlined in Section 2 were undertaken for the [department/faculty/division]. The works were confined to [insert levels/room numbers/buildings of all areas encompassed in the works]. The works commenced on [insert date]. Completion was achieved on [insert date]*

## 2.0 Nature of Project and Project Description

This section is to commence with a brief summary of the scope of works (including M&E if it has been incorporated within the Building Fabric Manual) – this should include locations/room numbers of all areas affected by the works.

This summary is to be followed by:

### 2.1 Design Criteria: Architects, Structural and M&E

This sub-section provides detailed information and/or design philosophy statements for the Architectural, Structural, Mechanical, Electrical and Public Health works, and should link to or cross reference (if in a separate manual) where the related documentation is located, for example, product information, drawings, M&E manuals etc.

For minor projects where no external designers have been appointed, this information must be provided by the contractor.

- The **Architectural** Statement is to provide an overview of the construction methods and materials used for the project. For new builds or works to the exterior, this must also include information on the design and materials of external elevations in line with Fire Safety (England) Regulations 2022 and Building Regulations' 2023 revisions.
- The **Structural** design philosophy will refer to the general structural design criteria and include the maximum loadings on each floor, floor type and the roof. For new builds, design information and calculations on the foundations and ground investigations must be included. Where information has been included in Section 9.1, it must be cross referenced here. Reference should be made to the proposals for the sequence of operations to be undertaken when the building is to be demolished or where structural changes are to be made.
- **Mechanical, Electrical and Public Health** works. This should consist of a summary description in layman's terms (as specified in Part L of the Building Regulations) of the mechanical, electrical and public health systems installed.

This section provides an overview of the design outlining key criteria and include details of any special requirements for the removal or replacement of plant or equipment.

## **2.2 Fire Strategy and Fire Safety Information**

This section provides a copy of the updated fire strategy for the project area, supplemented by cross-references to any fire safety information contained within the O&Ms issued for the project.

For example, fire stopping works, fire doors, Fire Strategy drawings in Section 6 and Fire Alarm install/upgrade literature and drawings in the Electrical O&M (Refer to the Mechanical and Electrical Guidelines for further details).

Refer to the Fire Safety team's [scope of works](#) and the project EIR for a full breakdown of fire strategy documentation requirements. The contractor or project manager should first request any existing Master Fire strategy from the fire safety team to update with any changes as an outcome of the works. Project specific fire strategy information is then copied into this section of the building fabric manual, accompanied as applicable by the architect's fire strategy report.<sup>4</sup>

Fire strategy drawings covering the project area are to be included with this manual, in addition to updating any master drawings issued by the Fire Office. Refer to Record Document Guidelines [RM09](#) Section 6 and the project specific EIR for details.

**The fire safety information must comply with Building Regulation 38 and as outlined in Appendix G to Approved Document B, and all design information where applicable, to Fire Safety (England) Regulations 2022.**

## **3.0 Project Directory**

This section provides a table of names and contact details of all the key personnel involved in the project.

## **4.0 Health and Safety Information**

This section is to include all the information required to meet the standards set out within Appendix 4 CDM2015 Guidance L153. The Principal Designer should provide the necessary information to complete this section of the file. Refer to [Part 1 Section 3](#) of this document for *typical* information to be included.

The content of this section must be relevant to the completed works area, updating/removing any standard text that may have been used for previous manuals as applicable and ensuring specialist cleaning and maintenance requirements and residual hazards are referenced.

The design team should request the existing H&S file for the works area where it exists, for reference by the project team during the pre-construction and construction phases, and any specific information contained within the existing file should be reviewed and incorporated in this manual where applicable.

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<sup>4</sup> Part 8 of Building Regulation 38 defines Fire Safety Information as "information relating to the design and construction of the building or extension, and the services, fittings and equipment provided in or in connection with the building or extension which will assist the responsible person to operate and maintain the building or extension with reasonable safety."

Information on the residual hazards that remain and impact on the operation and maintenance of the building, along with the cleaning and maintenance strategies, should be summarised here, directing users to specific product literature in the manual. Any identified risks should be categorised as high, medium or low.

Where any specific H&S requirements have been detailed in the Mechanical and Electrical manuals, they should be referenced here to alert the end user to refer to the Specific Health & Safety Pro Forma in the respective manual.

If the nature of the project dictates that a separate Health & Safety file is to be produced, reference must be made to it within this section, to which the user should refer instead.

#### **4.1 Significant Hazards**

This sub-section identifies all residual significant hazards that were identified by the Design Team, Imperial's Maintenance and Building Operations team, Principal Contractor and the Principal Designer. This includes special lifting arrangements for plant and/or equipment replacements.

Hyperlink references to relevant sub-sections in the Manufacturer's literature within Sections 7.0, 8.0 and 9.0 where significant hazards associated with materials required for maintenance is contained.

#### **4.2 Maintenance Strategy**

This sub-section provides hyperlinked cross-references on where to locate information relating to Health and Safety and Maintenance information. This could include but not limited to:

- Cleaning and Maintenance Strategy including method statements for specific items of plant and equipment as agreed on a project-by-project basis.
- Plant Equipment Maintenance and Replacement Strategy

Items of plant and equipment required for inclusion will be determined at the Record Document Strategy meeting and confirmed in the minutes issued following the meeting.

### **5.0 General Information on Asbestos**

This Section deals with residual asbestos issues and must include a copy of the latest Asbestos Report. The Contractor is to obtain this from the Asbestos team, and it should include the Asbestos Manager's report and drawing(s). This section should also include a summary of the extent of the ACM remaining in the spaces at handover. The asbestos team should also be notified of the extent of remaining ACM to update the register.

### **6.0 Schedules of As-Built and As-installed drawings**

This section contains schedules of all final "As-built" drawings produced as part of the works. The building fabric manual should include:

- Schedules of all drawings included with this file: architectural, fire strategy, structural and manufacturer's component drawings relating to the building fabric of the works area. The schedule should note which sub-section the manufacturers' component drawings can be found.

- The hard copy manual should include the drawings inserted in the relevant sections (architectural and structural in Section 6, manufacturers' component drawings in sections 7 or 9 where applicable)
- Electronic format drawings in a sub-folder delivered alongside the digital manual.
- Information on the availability and location of all other record drawings, including cross references to those included in the Mechanical, Electrical and Fire manuals.

All drawings are to be produced in accordance with the project specific EIR and issued as final As-built status, in pdf and dwg formats. Refer to [Part 1 Section 8](#) of this document for full details.

**The Employers Information Requirements (EIR) applies to all drawings – architectural, structural, mechanical, electrical, etc – which form a part of the fabric of the building and may be needed for alterations or renovations in the future.**

## 7.0 Specialist Contractors

This section is for self-contained O&Ms from specialists who are sub-contracted to the main contractor, including any specific information needed for maintenance, cleaning, replacement or dismantling, as summarised in Section 4.

This section should not be used for general manufacturers' literature on fittings, fixtures and finishes, which should go in Section 9

Examples of specialists might include (but not limited to):

- Lifts
- Kitchen equipment
- Curtain walling
- Specialist roof finishes
- *Clean Rooms\**
- *Fume Cupboards.* \*

\*Items which would fall under mechanical or electrical services (for example Clean Rooms, Fume Cupboards, specialist laboratory or electrical equipment) and procured as part of the Contractor's scope should be referenced at the start of this section but with all literature and certificates included in the Electrical or Mechanical manuals as appropriate.

The specialist contractors for inclusion in this section should be determined at the Record Document Strategy meeting, and the documentation obtained by the Main Contractor for incorporation within the manual by their Technical Author.

Refer to [RM09](#) for full details on Specialist Contractor requirements.

## 8.0 Imperial procured packages

This section provides information on items procured directly by Imperial or installed by internal specialists, during the project programme. Refer to [RM09](#) for further details on the requirements and responsibilities.

Examples might include:

- Audio Visual

- Catering equipment (if installed during the contract period but not sub-contracted to the Main Contractor)
- IT or Security equipment
- Specialist surveys

Items which would fall under mechanical or electrical services should be referenced in this section but with all literature and certificates included in the Electrical or Mechanical manuals as appropriate.

Imperial directly purchased equipment installed post-completion need not be included, however reference should be made to it in this section.

Any manuals which have been agreed to be issued as standalone files will also be referenced in this section.

## **9.0 Building Maintenance of Structure, Envelope, Finishes, Fixtures and Fittings**

Information on the construction, renovations or alterations made to the structure, building envelope, finishes, fixtures and fittings are in this section, including the appropriate health and safety information to assist the Building Manager with maintenance and replacements.

The section should commence with an index page, hyperlinked to each sub-section. The sub-sections should be arranged via the following elemental breakdown for consistency:

- 9.1 Substructure
- 9.2 Superstructure
  - 9.2.1 Frame
  - 9.2.2 Upper Floors
  - 9.2.3 Roof
  - 9.2.4 Stairs and Ramps
  - 9.2.5 External Walls
  - 9.2.6 Windows and External Doors
  - 9.2.7 Internal Walls and Partitions
  - 9.2.8 Internal Doors (including Ironmongery)
- 9.3 Internal Finishes
  - 9.3.1 Wall Finishes
  - 9.3.2 Floor Finishes
  - 9.3.3 Ceiling Finishes
    - (examples – see next paragraph)
- 9.4 Fittings, Furnishings and Equipment
- 9.5 External Works

All the above sub-sections should be included, regardless of the size of project, noting 'n/a' where not applicable in accordance with the nature of the works.

Typical content of section 9.3 Internal Finishes may include (but is not limited to):

- Painted wall finishes
- Painted/varnished joinery finishes
- Floor finishes
- Ceiling finishes
- Suspended ceilings

Section 9.4 Fittings, Furnishings and Equipment includes items procured by the contractor as part of the works contract, for example:

- Laboratory Furniture

- Kitchen Furniture
- Shelving
- White Goods

*Items procured directly by Imperial but installed/fitted as part of the project should instead be included within Section 8 of this manual.*

Each manufacturer's sub-section should commence with a "landing page" providing an overview of information for that manufacturer: Contact Details, Cleaning & Maintenance, Re-ordering, Index of supplied literature/drawings. This is to be followed by any relevant literature, inserted into the document and hyperlinked to the appropriate link on the "landing page", to enable ease of navigation for the user. See example in [appendix \(ii\)](#)

The literature should consist of the minimum required to allow the Building Manager to clean and maintain the individual items, in a manner consistent with the manufacturers' requirements. It should be sufficient to allow the building manager to order the material or product directly from the supplier or manufacturer. This should not rely solely on a web-link to the manufacturer as this may change over time and no longer be accessible to the user.

COSHH (Control of Substances Hazardous to Health) assessments are not required for inclusion in this section. In the unlikely event a hazardous substance is required to be used, for example to bond a material, this should be highlighted under the Health and Safety information in Section 4

Manufacturers pdf drawings, not including Architectural and Structural drawings, will be included in this section, with any dwg formats supplied in the Drawings folder as part of the digital format delivery. They should also be referenced in the Schedule of As-built drawings in Section 6

## **10.00 Mechanical & Electrical Operation and Maintenance Manuals**

For very minor projects with minimal electrical or mechanical works and no maintainable assets, mechanical and electrical literature is to be included in this section, structured in a similar manner to Section 9. Any drawings associated with the M&E works must also be produced to the project EIR. This must be agreed upon at the Record Document Strategy Meeting.

Most projects will however require a separate set of O&Ms, and their details will be cross referenced within this section. Refer to the separate [O&M Guidance Document RM08](#) for details on the requirements.

## **11.00 Warranties, Certification and Commissioning**

This section is for any warranties or commissioning certificates issued for building fabric elements of the project. If no separate M&E manuals are being produced, any M&E certificates would also be included here.

The Building Control Certificate should also be included in this section. If this is not practical due to the nature of the works, a copy should be forwarded to the Estates Records and Archives Officer once it has been issued.

Warranties or certificates contained within a manufacturers literature or O&M should be referenced here and linked to their location within this file. (do not link to external documentation)

## **12.00 Planning Permission**

If applicable to the nature of the works, copies of any planning permission certificates granted should be included in this section, along with any discharge conditions of relevance for future works. The actual certificates should also be forwarded to the Estates Records & Archives Officer for permanent retention in the Archive.

## **13.00 F10 / CDM Notification, Consent to Commence work, Waste Management**

**13.1 Copies of all F10's** (Notification of a Construction Project to the HSE) issued during the project are included in this section. If notification is not required due to the scope of works, a copy of the CDM notification should be included in its place.

### **13.2 Notification of Consent to Commence Work.**

This consists of a letter or email from the Principal Designer or Project Manager, following review of the Construction Phase Plan and confirming consent to commence works.

### **13.3 Waste Management**

The final waste management report produced by the Contractor outlining the relationship between the original targets set in the clients SWMP and what was achieved during the construction phase of the works.

## **Appendix (i) Building Fabric Manual cover and spine template**

The front cover and the spine of the Building Fabric Manual must provide easy reference to relevant project information so that the end user can source appropriate information from the correct manual.

Key information for the labels consists of:

- Project Number
- Document Reference Number
- Project Title
- Building Name
- Type of Manual
- Contractor details
- Date of Issue
- Information contained within that specific volume ie Section Number and Headings. \*

\* hard copy spine label only, see examples on next pages

Refer overleaf in Figures 1.1, 1.2, 1.3 for sample cover and spine labels

An editable version of the templates in Word format is available upon request from the Estates Records & Archives Officer.

Figure 1.1: Sample cover

# IMPERIAL

## Building Fabric Manual (Incorporating the Health & Safety File)

**Project Title:**  
**Location:** *insert building name and campus*

Practical Completion	:	insert date
Project Number	:	example SKEM0901
Document Reference	:	example B/SKEM/030
Volume	:	example One of Five

**Contractor:**  
*Company Name*  
*Address*  
*Address*  
*Address*  
  
*telephone*

**Principal Designer**  
*Company Name*  
*Address*  
*Address*  
*Address*  
  
*telephone*

Figure 1.2: Sample spine label (hard copy manual only)

<b>IMPERIAL</b>	Electrical Engineering, South Kensington Campus Level 5 Digital Learning Laboratory	Section 1: Introduction and Location of Works Section 2: Nature of Project / Project Description Section 3: Project Directory Section 4: Health & Safety Information Section 5: General Information on Asbestos Section 6: Schedule of Record Drawings .....	Volume 1 of 2
	<b>Building Fabric Manual</b> (incorporating the Health and Safety File)	<i>[complete this section for manuals consisting of more than a single volume: to be edited as applicable to the volume contents]</i>	

Building Fabric Manual Template

## Appendix (ii) Typical manufacturer's literature page

This image provides an example of a typical manufacturer's literature "landing" page. The schedule and content of this may vary in accordance with the nature of manufacturer or sub-contractor and the technical author may use their own template or structure as appropriate.

Imperial College London

Building Fabric Manual

Project no EENG2503  
Doc ref: B/EENG/040

### **SECTION NINE**

#### **BUILDING MAINTENANCE OF FIXTURES, FITTINGS AND FINISHES**

<b>Category:</b> Wall Finishes	<b>Section:</b> 9.3.1
--------------------------------	-----------------------

**Contractor details:**

Name  
Address  
Telephone  
Email

**Operation:** *insert information on use, as applicable, and any safety requirements*

**Cleaning and Maintenance:** *input cleaning or maintenance instructions or link to cleaning/maintenance literature*

**Manufacturer's information:**

Description of item	
Location (room/floor level as applicable)	
Manufacturer's contact details (if different to above)	

**Manufacturer's information:**

Description of item	
Location (room/floor level as applicable)	
Manufacturer's contact details (if different to above)	

**Literature**

*input titles of documents here and hyperlink to the document(s) that follow*

**Drawings**

*input drawing titles here and hyperlink if pdf drawings follow, or reference if provided in a folder with the as-built drawings.*

**Certificates**

*Input certificate titles here and link to their location in the manual*

