



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES



DPS Standard for Project Documentation

DPS Operation and Maintenance Manual(s)
Template and Guidelines
(for External Contractors)

Version 3.1



DPS Operation and Maintenance Manual(s) Template and Guidelines (for External Contractors)

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Abbreviations and acronyms

APH	Australian Parliament House and its grounds
BIM	Building Information Modelling
BMS	Building Management System
CAD	Computer aided design
.dgn	File extension for MicroStation drawing
.docx	File extension for Microsoft Word document
DPS	Department of Parliamentary Services
.dwg	File extension for AutoCAD drawing
.ifc	File extension for platform neutral BIM files
MTBF	Mean Time Between Failures
OMM	Operation and Maintenance Manual
.pdf	File extension for Adobe Portable Document Format file
.rvt	File extension for Autodesk Revit files
SAP-PM	Systems, Applications & Products - Plant Maintenance
SDS	Safety Data Sheet
SOR	Statement of Requirement
TIO	Technical Information Office

Definitions and interpretation

- (a) *APH Site Book* provides specific information to contractors about how contracts are to be performed on the Parliament House Site
- (b) *As Constructed* refers to the comprehensive collection of documents and drawings that accurately records the works completed on site. Equivalent terms may include As-Built, Work-As-Executed or Work-As-Installed
- (c) *Design documents* and/or drawings refers to documentation and drawings related to the design stage of a project i.e., 30%, 50%, 80%, For Tender
- (d) *Drawing* includes plans, sketches, and layouts
- (e) *Electronic format* refers to digital files stored on a multimedia storage device
- (f) *Equipment number* refers to both DPS SAP-PM Equipment number and the Plant Equipment (PE) number. The equipment number is the DPS SAP-PM assigned identifier and is also commonly referred to as the PE number. Equipment numbers are not re-assigned to different or replaced items of plant and equipment
- (g) *External Contractor* means the person or entity bound to execute the work under a contract with DPS. The term ‘contractor’ also applies to subcontractors engaged to carry out work
- (h) *Including* implies ‘including but not limited to’
- (i) *Must* refers to a mandatory non-discretionary action
- (j) *Project Manager* refers to the person responsible for delivering the outcomes of the project and compliance with this Standard

- (k) *Room number* refers to the allocated identifier for a virtual and physical space and these room numbers appear on architectural drawings (e.g., 1C.1.004)
- (l) *Suite number* is an identification given to a room or collection of rooms used for a common purpose. Suite numbers may appear on architectural drawings (e.g., S1-21). On-site, the suite number is displayed as a plaque adjacent to the entry door
- (m) *Technical identifier* refers to a name or identification given to a component or piece of equipment by DPS. Technical identifiers may be re-assigned by DPS
- (n) *Technical Information Office* is the DPS office responsible for maintaining Australian Parliament House technical records.

Introduction

- 1 This document is a guide to the expected content, format and quality of project documentation provided by external contractors. This document must be read in conjunction with the terms and conditions of contract and the [APH Site Book](#).
- 2 The DPS Standard for Project Documentation DPS Operation and Maintenance Manual(s) Template and Guidelines (for External Contractors) is divided into three documents:
 - (a) This document
 - (b) The [DPS Operation and Maintenance Manual Template](#) is a Template for external contractors to produce a single file OMM for the project
 - (c) [DPS Drafting Standard \(for External Contractors\)](#).
- 3 The DPS Standard for Project Documentation outlines the requirements that apply to:
 - (a) project documentation and drawings produced or amended during the stages of a DPS project where it amends the current:
 - structure and/or fabric of APH
 - accommodation, or physical layout arrangements, or
 - infrastructure supporting the operation of APH
 - (b) changes implemented by DPS Project Managers.

Request for current drawings

- 4 When required, current architectural and/or service drawings must be requested in writing from a DPS Project Manager.
- 5 Legacy drawings or drawings from previous projects must not be reused as current drawings.

DPS room numbers

- 6 Room numbers are allocated a unique barcode number which is displayed on door jambs. Where a room is new or appreciably changed the new/modified space will be assigned a new room number by DPS. Room numbers for existing rooms will not be re-assigned.
- 7 External Contractors must submit a written request for new room numbers to the DPS Project Manager prior to the 50% Design submission.
- 8 Written requests must include:

- (a) the DPS project number and project title
- (b) the name and contact details of the external contractor
- (c) project drawing showing existing and proposed locations of rooms including:
 - all room layout changes
 - existing room numbers and suite numbers
 - proposed usage/description.

DPS technical identifiers

- 9 Many equipment items are assigned a technical identifier (e.g., VV-XX-XXX (a VAV box), DB.XX.X (an electrical distribution board), FS-XX-XXX (a supply air fan). The [Plant and Equipment Identifiers List](#) lists equipment requiring technical identifiers and must be referenced when registering new, replaced, or removed equipment.
- 10 External Contractors must submit, to the DPS project manager, a written request for new equipment identifiers using the [Equipment Registration Form](#) prior to the 80% Design submission. The written request must include:
 - (a) project drawings showing (as applicable) the existing and proposed plant and equipment
 - (b) a master schedule of equipment to be decommissioned and/or removed including:
 - existing equipment numbers
 - (c) a master schedule of plant and equipment to be installed including:
 - generic description of the equipment
 - room number where the equipment will be installed
 - engineering system category.
- 11 At the Draft As Constructed stage all changes made on site and required by the project must be correctly designated and shown on relevant documentation.

SAP-PM equipment numbers

- 12 SAP-PM equipment numbers cannot be re-assigned to another item of equipment.
- 13 External Contractors must submit a written request for new or replacement SAP-PM equipment numbers to the DPS Project Manager prior to the Draft As Constructed submission. Requests are to be made via a completed [Equipment Registration Form](#). Guidance on completing the Equipment Registration form can be found in the [Equipment Registration Form – Guidance Notes](#).
- 14 Requests for modifications to existing equipment or removed equipment are to be made via a completed [Equipment Registration Form](#).

General documentation provisions

- 15 All documentation provided by the external contractor to DPS for the purposes of a project must include:
 - (a) document transmittal report which must list the following:
 - DPS project number and project title

- contractor's name and contact details
 - date
 - documentation details
 - status, and
 - version number of each document transmitted
- (b) drawings in both CAD and .pdf format
- (c) Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included.
- 16 All disposed items of a project must be logged via a **DPS Disposal Form**. DPS Disposal Forms are to be supplied by the Project Manager upon request.
- 17 Following DPS reviews of documentation, the Project Manager will supply the contractor with written feedback and/or approval of the documentation submitted. Feedback may include a collated list of defects and/or requests for further information, as required.

Project Planning/Design Phase

Submissions

This section details the requirements for the provision of project documentation according to the signed contract with DPS. Documents and drawings must be submitted by the contractor for the following project stages and as required by the **signed contract**:

Design Stage

- 18 Where the project requires, either at 30%, 50% or 80% Design Stage, the External Contractor must submit to the Project Manager, the following prior to each applicable Tender stage:
- (a) a report (notionally 30%) which includes:
- concept development and consideration of various design options
 - drawings and/or sketch plans from each discipline
 - floor plans
 - advice on preliminary designs from specialist consultants
 - other documents related to the scope and design as directed by DPS
- (b) a report (notionally 50%) which includes:
- drawings and/or sketch plans from each discipline
 - floor plans
 - room data sheets
 - advice on preliminary designs from specialist consultants
 - other documents related to the scope and design as directed by DPS
- (c) a detailed design report (DDR) (notionally 80%) which includes:

- updated and developed design from the 50% milestone submitted using version control
 - documentation for trade approved subcontract arrangements
 - other documents related to the scope and design as directed by DPS
- (d) developed design, including developed drawings submitted using version control
- (e) drawings and/or sketch plans (including CAD samples) from each discipline
- (f) Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included.

For Tender

- 19 Tender document and drawing requirements of the project must provide sufficient information for requesting tenders, including:
- (a) transmittal which must list DPS project number and project title, contractor's name and contact details, date, documentation details, status and version number of each document transmitted
 - (b) technical specifications, including commissioning documents (if relevant), construction and modification drawings complete with sections and details
 - (c) coordination and integration of subcontracted work (as appropriate)
 - (d) CAD and .pdf drawings including details of the plant and equipment and fittings that must be removed or decommissioned
 - (e) Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included
 - (f) lists identifying items of plant and equipment and fittings, including equipment numbers that must be retained for use in the installation, or must be disposed of by the external contractor using the approved APH disposal process.

Project Delivery Phase

For Construction

- 20 For Construction document and drawing requirements of the project must include:
- (a) transmittal which must list DPS project number and project title, contractor's name and contact details, date, documentation details, status and version number of each document transmitted
 - (b) technical specifications, including commissioning documents (if relevant) construction and modification drawings complete with sections and details
 - (c) CAD and .pdf drawings including details of the plant and equipment and fittings that must be removed or decommissioned
 - (d) Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included
 - (e) lists identifying items of plant and equipment and fittings, including equipment numbers that must be retained for use in the installation, or must be disposed of by the external contractor using the approved APH disposal process.

Draft As Constructed

- 21 The external contractor must provide draft As Constructed documentation and drawings to the Project Manager for review. This submission must include:
- (a) drawings for all disciplines and supplied as CAD files in either .dgn or .dwg and .pdf format as per the [DPS Drafting Standard \(for External Contractors\)](#) completed [As-Constructed document checklist for external contractors](#) signed by all required parties and inserted in the front of each digital OMM
 - (b) submit final OMM as a single unified .pdf document using version control. Also set up individual section folders to follow the DPS Operation and Maintenance Manual Template. See OMM Guidance notes in this document. All rectified items in the As Constructed Stakeholders review must be identified with a schedule of changes detailing which pages and/or details were removed or added.

Final As Constructed

- 22 Final As Constructed documentation must only be submitted after DPS has provided written acceptance of the Draft As Constructed Submission. The external contractor must submit:
- (a) final updated As Constructed drawings that include all rectified items identified in the DPS Stakeholders review of the draft submission. All drawings must be in .pdf and CAD (.dgn or .dwg) format and submitted within the agreed timeframe
 - (b) Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included
 - (c) submit final OMM as a single unified .pdf document using version control. Also set up individual section folders to follow the [DPS Operation and Maintenance Manual Template](#). See OMM Guidance notes in this document. All rectified items in the As Constructed review must be identified with a schedule of changes from previous submission
 - (d) completed [As-Constructed document checklist for external contractors](#) signed by all required Stakeholders and inserted in the front of each digital OMM.

Practical Completion

- 23 Practical Completion is the point at which the planned works or agreed defects are complete except for minor defects rectification. External contractors must have submitted the following documents and information to the DPS Project Manager:
- (a) As Constructed details, identifiers and the location of all building elements, plant and equipment related to the project
 - (b) details regarding agreed upon staged deliveries that identify plant and equipment and elements and systems, that are operable or have been brought into service
 - (c) information collated into cohesive packages. Documents and drawings for all disciplines relating to the stage being delivered must be collated and submitted simultaneously
 - (d) As Constructed documents and drawings submitted in accordance with the time frames outlined in the contract
 - (e) all drawing title blocks must be completed, and the external contractor must certify that each drawing is an accurate record of the As Constructed status by signing and

dating the certify box of each drawing title block

- (f) submit final OMM as a single unified .pdf document and as individual sections folders set up to follow the [DPS Operation and Maintenance Manual Template](#). See OMM Guidance notes in this document. All rectified items in the As Constructed Stakeholders review must be identified with a schedule of changes from previous submission (e.g., which pages and/or details were removed or added and why)
- (g) completed [As-Constructed document checklist for external contractors](#) signed by all required parties and inserted in the front of each OMM to certify the information contained in the digital OMM is a true and accurate record of the As Constructed status
- (h) The DPS Project Manager will cross-check the final submission to ensure items identified for rectification have been incorporated. If outstanding issues remain, the Project Manager will organise a meeting with the contractor and the relevant DPS Stakeholders to resolve these issues.

Obsolescence

- 24 If an individual document or drawing is made or becomes obsolete, it must be clearly watermarked or stamped with the word 'OBSOLETE' in bold capital letters, signed by the external contractor certifying its obsolescence and a digital copy must be submitted to the DPS Project Manager.
- 25 Obsolete drawings will be stored in DPS' drawing management system; therefore, the drawing number of an obsolete drawing must not be reused on another drawing.
- 26 If the project, is suspended or cancelled, the external contractor must submit a complete set of the most current documents and CAD files in .dgn or .dwg format to DPS, regardless of their status, in accordance with the contract conditions. This documentation must indicate the As Constructed situation on site at the time of the project being suspended or cancelled.
- 27 Where BIM has been used to develop any documents or drawings in relation to the project, the BIM files in .ifc or .rvt format must be included.

OMM Guidance

- 28 The following is a guide to required content, format, and quality of the digital OMM. For sections in the OMM not relevant to the project, a "Not applicable to this project" page must be inserted.
- 29 OMMs must be prepared by the external contractor to this DPS Standard for each project conducted within APH and the Parliamentary precincts.
- 30 OMMs must focus on providing DPS with an accurate and complete representation of any changes to the building, landscape, structure and/or services.
- 31 Contractor forms are available [here](#).
- 32 For smaller projects, a single file OMM must be prepared that combines all disciplines into one common document. For more complex or larger projects, the OMM may be divided into discipline specific chapters (e.g., Electrical, Fire, Hydraulics, Mechanical, etc.). This is subject to the written approval of the Project Manager, in consultation with TIO.

- 33 Where separate documents and/or drawings are supplied to the external contractor by a third party, it is the external contractor's responsibility to collate that information so that it can be read as one cohesive package.
- 34 External contractors must ensure that all manual(s) and drawings, for each discipline, are complete and submitted simultaneously.

OMM Format

- 35 Single file PDF OMM compilations must be created using the [DPS Operation and Maintenance Manual Template](#) and the cover page must include the DPS project number and project title, the project date, and the contractor's name and contact details.
- 36 Electronic copies must:
 - (a) be supplied as a complete document set on each submission
 - (b) be submitted with a schedule of changes from previous submission
 - (c) have sections and pages in order
 - (d) have hyperlinked index / bookmarks for quick access to sections.
- 37 Multimedia storage devices containing project information must be labelled to indicate:
 - (a) the DPS project number and project title
 - (b) Status and contents of the device
 - (c) the contractor's name and contact details.

OMM Quality

- 38 OMM Documentation from the contractor must:
 - (a) be in English
 - (b) be original source versions from the supplier or manufacturer, and where available should be in colour
 - (c) not be generic but specific in detail and relevant to the products supplied as part of the contract (see Section 7.3 – Technical Information).

OMM Submissions

- 39 External contractors must submit OMM and drawings in .pdf format, including a complete set of the most current approved documents as specified in this standard, for the following project stages:
 - (a) Design Stages 30%, 50% or 80% must be prior the For Tender stage
 - (b) For Tender
 - (c) For Construction
 - (d) Draft As Constructed
 - (e) Final As Constructed, including a completed [As-Constructed document checklist for external contractors](#), signed by all required parties, inserted in the front of each OMM to verify OMM completion
 - (f) Practical Completion.

- 40 External contractor must submit CAD files in .pdf format, per discipline (per sub-project if applicable), as per [DPS Drafting Standard \(for External Contractors\)](#). All drawing title blocks must be completed, and the external contractor must certify that each drawing is an accurate record of the As Constructed status by signing and dating the certify box of each drawing title block.
- 41 External Contractors must submit drawing schedules listing all drawings for each drawing set for all disciplines. Door and window schedules must be included where applicable.
- 42 If rectification is required following the DPS Stakeholder review, the Project Manager will return the draft OMM to the contractor for modification of the final submission.

Notice of acceptance of OMM

- 43 Once the OMM and drawings have been reviewed against this Standard and the [DPS Drafting Standard \(for External Contractors\)](#) and approved by the Project Manager and TIO, the contractor will be issued with a Notice of Acceptance of OMM.

Data ownership and copyright

- 44 The contractor must comply with copyright and data ownership requirements as outlined in the contract.
- 45 The external contractor must ensure that DPS is entitled to have free use and ownership of the submitted digital OMM as well as any gifted information and assets received by them.

Feedback

- 46 DPS appreciates and values any feedback from users of this Standard. If you wish to suggest improvements, please provide written feedback to the DPS Project Manager.

OMM Template and guidelines

Section 1 – Table of contents

Below is an example of the Table of Contents that must be included in a completed OMM.

- Section 1—Table of Contents.....XX**
- Section 2—Certificate of document compliance and document checklist.....XX**
- Section 3—General.....XX**
- Section 4—Specifications.....XX**
- Section 5—Contact information.....XX**
- Section 6—Table of figures and drawing schedule.....XX**
- Section 7—Project Data.....XX**
 - 7.1 Project Data—Equipment.....XX
 - 7.2 Project Data—Furniture Details.....XX
 - 7.3 Project Data—Technical Information.....XX
 - 7.3.1 Component description/make/model.....XX
 - 7.3.1.1 Safety procedures.....XX
 - 7.3.1.2 Functional description.....XX
 - 7.3.1.3 Brochures and manual(s).....XX
 - 7.3.1.4 Fault diagnosis.....XX
 - 7.3.1.5 Repair procedures.....XX
 - 7.3.1.6 Parts list.....XX
 - 7.3.1.7 Software.....XX
 - 7.3.1.8 Supplementary instructions.....XX
 - 7.3.1.9 Environmental implications.....XX
- Section 8—Training record for project handover to DPS Staff.....XX**
- Section 9—Demolitions/Asset disposals.....XX**
- Section 10—Commissioning data, certificates and warranties.....XX**
- Section 11—Drawings.....XX**

Section 2—Certificate of document compliance and document checklist

- 47 The [As-Constructed document checklist for external contractors](#) must be completed, signed-off and inserted in the front of each OMM by the contractor prior to submitting project documentation to DPS.
- 48 This sign-off certifies that the information contained in the OMM complies with requirements set out in this Standard and the [DPS Drafting Standard \(for External Contractors\)](#).

Section 3—General

- 49 This section of the OMM must provide an overall description of the works, outlining:
 - (a) the purpose
 - (b) the principle of operation, and

- (c) the relationships to interfacing systems.
- 50 This information must describe the pre-existing system or condition and what the works have delivered to achieve the desired outcomes as set out in the SOR.
- 51 The description must encompass the scope of the works, indicating which services have been affected and to what extent, and provide the reader with a clear understanding of the complete works and subsequent installation.
- 52 Key dates for the project must be listed, such as:
 - (a) commencement of works on site
 - (b) date of practical completion, and
 - (c) defects liability period expiry.

Section 4—Specifications

- 53 The For Construction scope of works and all technical specifications for the project must be included in this section.
- 54 Where conflicts exist between Standards and/or Specifications, the contractor must specify and detail which Standards and/or Specifications they have complied with from the following:
 - (a) DPS standard specifications
 - (b) Building Code of Australia
 - (c) Australian standards, and
 - (d) International standards.

Section 5—Contact information

- 55 A table of [Contact information](#) must be completed listing all contractors, suppliers, etc. involved with the project, making reference to the service or aspect of the works that the party is responsible for.

Section 6—Table of figures and drawing schedule

- 56 For the drawing package, the [Table of figures and drawing schedule](#) must include the:
 - (a) drawing number
 - (b) drawing title
 - (c) area and sub-area
 - (d) original paper size and scale
 - (e) file name
 - (f) format of the file
 - (g) revision number, and
 - (h) revision date.
- 57 A table must also be provided to reference any diagrams, tables, or sketches within the body of the material that does not make up part of the formal drawing package.

Section 7—Project data

- 58 This section of the OMM lists the specific details of all individual items of plant and equipment, and furniture supplied by the project.

7.1—Project data—Equipment

Purpose of Recording Equipment

- 59 DPS' goal is to manage its plant and equipment in line with the principles detailed in the *AS ISO 55000—Asset Management* suite over the life of the plant and equipment. The accurate and complete registration of plant and equipment in DPS' maintenance management system (SAP PM) is critical to achieving this goal.
- 60 The expiry of the manufacturer's warranty for each individual item must be recorded. Time warranties may differ considerably from the defect's liability period associated with the project itself (e.g., where a component may have a three-year or ten-year warranty).
- 61 DPS' maintenance management system supports:
- (a) effective stewardship of APH's infrastructure, technical systems, and fabric
 - (b) compliance with statutory, regulatory, and social requirements
 - (c) operational excellence through maximising systems performance and reliability
 - (d) optimising total asset life costing
 - (e) reporting requirements, and
 - (f) compliance with work health and safety requirements.

Definition of Equipment

- 62 A piece of equipment is an individual, physical object. The piece of equipment may stand alone or form part of a larger engineering system e.g., a VAV box within the HVAC system, a circuit breaker in the electrical system. The piece of equipment has its own maintenance requirements.
- 63 Maintenance requirements may be based on:
- (a) legislative or statutory obligations
 - (b) manufacturer's recommendations, or
 - (c) accepted good practices and/or industry guidelines.

Equipment registration/modification

- 64 The [Equipment Registration Form](#) must be used to register new equipment. The contractor must list each item installed and record its corresponding key reference information. It should also be used to register any modifications, relocation, removal or disposal of existing equipment.
- 65 Guidance on completing the spreadsheet can be found in [Equipment Registration Form - Guidance Notes](#).
- 66 Some equipment items are assigned a technical identifier to make it easier to identify e.g., FD-01-123 for a fire damper. The [Plant and Equipment Identifiers List](#) lists equipment requiring technical identifiers.

7.2—Project data—Furniture

- 67 The [Project Data—Furniture Details](#) form must be completed showing furniture used in the project and included in this section.

7.3—Technical information

- 68 This section must provide a suite of comprehensive information in support of each item of equipment installed that would be required throughout its serviceable life.
- 69 The following list should be used by the contractor as a guide for supplying relevant information:
- (a) safety procedures and precautions, covering installation, operation and relevant SDS
 - (b) a detailed functional description including operational procedures for the installed system (start, stop, BMS monitoring, alarm response, modes of operation etc.)
 - (c) equipment brochures and manual(s) describing the equipment, showing technical specifications, applications, installation notes, options, and accessories
 - (d) detailed operating and maintenance instructions, including maintenance frequencies, activities/tasks, instructions/procedures, and reference to any statutory of legislative requirements
 - (e) fault diagnosis/trouble shooting procedures
 - (f) overhaul and repair procedures including the requirement for special tools, equipment and consumables/predictable parts required
 - (g) full parts lists for each piece of equipment, a list of recommended spare parts holdings, and the manufacturer’s predicted MTBF
 - (h) relevant software provided in electronic format
 - (i) Specification sheets
 - (j) Owner/operator manuals
 - (k) Maintenance/repair manuals
 - (l) any supplementary instructions, charts, programming information, etc. to permit a full understanding of the installation, allowing correct operation and whole-of-life maintenance, and
 - (m) environmental implications covering operation, end of serviceable life, decommissioning and disposal
 - (n) New/revised electrical distribution board schedules.
- 70 All technical information must be supplied as an integral part of the OMM.
- 71 Manufacturer’s specifications must be provided for all installed components. Where documents reference multiple products, the actual installed item must be clearly identified to allow accurate reference in the future.

Section 8—Training record for project handover to DPS staff

- 72 The [Training Record form](#) must be completed where training of DPS staff is required for project handover to DPS for newly installed systems or equipment.

- 73 A copy of training material must also be included in this section, in addition to the information provided in the Section 7.3—Technical information.

Section 9—Demolitions/Asset disposals

- 74 This section must describe building fabric, materials, plant, and equipment that have been removed or decommissioned during the project and associated works.
- 75 All disposals must be recorded on the [Equipment Registration Form](#), information provided in the [Section 7.1—Project data equipment](#).
- 76 Additionally, a DPS **Disposals Form** must be completed and submitted. Available from the DPS Project Manager.
- 77 A comprehensive description of the extent of the demolition and removals must be included in this section, including:
- (a) asset, equipment, or PE identification number
 - (b) a description of the item
 - (c) serial number (if applicable)
 - (d) quantity
 - (e) nature of the disposal (e.g., surplus, damaged, obsolete, etc.)
 - (f) location, and
 - (g) recommended action (e.g., retain, reuse, destroy etc.).
- 78 Demolition drawings must be included within the drawing package.
- 79 Any safety and environmental implications associated with the decommissioning and disposal of any plant and equipment must be included.

Section 10— Certificates, warranties, and commissioning data

- 80 The relevant approval, certification, and commissioning documents, signed by the contractor as evidence that the design and installation has been inspected, tested, approved and/or certified to comply with all statutory and regulatory requirements and project technical specifications must be provided.
- 81 At each stage of the project, and specifically included in 100%, For Tender, As Constructed and/or Suspended/Cancelled Project, the most current available approval documents and certifications **must be included** in the OMM compilation, including:
- (a) design certificate/certificate of usability
 - (b) factory test reports
 - (c) on-site commissioning reports
 - (d) certificate of final/practical completion
 - (e) fire certification (sprinklers, doors, detectors, penetrations, fans, dampers, and evacuation plans)
 - (f) electrical safety certification
 - (g) structural certification
 - (h) software configuration documentation

- (i) HVAC flow/balancing report and certification, including allowable \pm margins
- (j) plumbing and gas fitting certification
- (k) bore logs for underground services
- (l) temperature calibration and setpoints—heating, refrigeration, thermo mixing valves, tempering valves
- (m) glass certifications
- (n) pressure vessels certifications
- (o) security class/classification certifications
- (p) Safe Working Load (SWL)—fall arrest, hanging/lifting points, platforms, mezzanines, and design superimposed loads
- (q) statutory, legislative, and public utility requirements
- (r) warranty certificates and details, terms and conditions, extended warranties, and period of cover.

Section 11—Drawings

- 82 This section must be used to include As Constructed drawings for each OMM to form a complete package of information for review purposes.
- 83 Drawings must comply with the requirements outlined in [DPS Drafting Standard \(for External Contractors\)](#).