## 

## As-Constructed document checklist for external contractors

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| **Project Details** | | | | | |
| Project No:…………................................. | Project Title:…………………………….………………………………………………………. | | | | |
| Project Manager:……….………………………………………………. | | | Contractor:…………………………….………………………………… | | |
| Documentation Status: Draft: Final: | | | | Date: ….…/..…/……… | |
| **Manual/s** | | | | | **Yes, No, N/A** |
| An overall description of the installation, defining its role, method and principle of operation and the relationships to interfacing systems. | | | | |  |
| List of all applicable drawings, standards, and specifications. | | | | |  |
| Master list of all installed plant and equipment including:   * Type, model number, equipment and/or technical identification, and installation location. * Equipment brochures and manual(s) showing technical specifications, applications, installation notes, operating and maintenance instructions, options, and accessories. Where generic brochures are provided, the actual model(s) installed must be identified. * Factory, laboratory, or site test certificates. * Overhaul and repair procedures including tools, equipment and consumables required. | | | | |  |
| For the plant, equipment, and system:   * Defect Liability periods. * Warranty periods and conditions. * Initial maintenance arrangements/agreements details. * Statutory and manufacturer’s recommended routine maintenance tasks and their frequencies. * The name, address, phone number, fax numbers and email address of manufacturers, distributors, and local agents. * Safety procedures and precautions including environmental aspects and impacts. * Full parts lists of all equipment and a list of recommended spares holdings. * Operational procedures (start, stop, monitoring, alarm response etc.). * Commissioning tests and results. * Compliance registrations and certificates. | | | | |  |
| Any supplementary instructions, charts, software, etc. to permit a full understanding of the installation to allow correct use, operation, and maintenance. | | | | |  |
| PDF copies of all documents in electronic format. Multimedia storage device labelled. | | | | |  |
| **Drawings** | | | | | **Yes, No, N/A** |
| Title Block correctly completed and signed off. | | | | |  |
| CAD and PDF copies of all drawings in electronic format. Multimedia storage device labelled. | | | | |  |
| Equipment installation arrangements/locations overlayed on the architectural floor plan including equipment identification and/or technical identification numbers. | | | | |  |
| Drawings indicating all removals of plant, equipment, building structures and fittings. | | | | |  |
| Circuit/wiring diagrams for electrical installations and board/circuit schedules. | | | | |  |
| Control & logic diagrams for electrical, electronic & pneumatic, HVAC control systems. | | | | |  |
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| **Signatures** | | | | | |
| I certify that all the above information supplied is a true and accurate reflection of the completed works. | | | | | |
| **Certified by Contractor**  Signature:………...……………………………………...…… | | Company Name:………………………………………………………………….  Print Name:……………………………………………… Date: ..../..../.…… | | | |
| **Verified by Project/Contract Manager**  Signature:……………...…………………………………..…… | | Company Name:………………………………………………………………….  Print Name:……………………………………………… Date: ..../…./.…... | | | |
| **Verified by DPS Project/Contract Manager**  Signature:……………...…………………………………..…… | | Department of Parliamentary Services  Print Name:……………………………………………… Date: ..../…./.…... | | | |