

DPS OPERATION AND MAINTENANCE MANUAL TEMPLATE

WMXXXXX – PROJECT TITLE

CONTRACTOR NAME
REVISION: XXXXXX
DATE: XX-XX-XXXX

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2 CERTIFICATE OF DOCUMENT COMPLIANCE & DOCUMENT CHECKLIST

The Document Checklist will be completed and signed-off by [LEAD CONTRACTOR] at the completion of the project. This sign-off certifies that the information contained in the Operation and Maintenance Manual complies with requirements set out in the DPS Standard for Project Documentation and its attachments.

The DPS Project Manager, on receipt of the Operation and Maintenance Manual package, is to verify that the documentation to support the project or installation has been compiled in accordance with the guidelines set out in the DPS Standard for Project Documentation and its attachments.



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As-Constructed document checklist for External Contractors ([link to Word document here](#))

Project Details	
Project No:.....	Project Title:.....
Project Manager:.....	Contractor:.....
Documentation Status:	Draft: <input type="checkbox"/> Final: <input type="checkbox"/> 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.	

Signatures	
I certify that all of the above information has been supplied is a true and accurate reflection of the completed works.	
Certified by Contractor	Company Name:.....
Signature:.....	Print Name:..... Date: .../.../.....
Verified by Project/Contract Manager	Company Name:.....
Signature:.....	Print Name:..... Date: .../.../.....
Verified by DPS Project/Contract Manager	Department of Parliamentary Services
Signature:.....	Print Name:..... Date: .../.../.....

3 GENERAL

Insert overall description of the project, outlining:

- (a) its role
- (b) its method
- (c) its principle of operation, and
- (d) the relationships to interfacing systems.

This information should describe the pre-existing system or condition and how the project achieved the desired outcomes as set out in the SOR.

The description should encompass the scope of the project works, indicating which services have been affected and the extent of affection, and provide the reader a clear understanding of the whole project.

KEY DATES

- Commencement of works onsite dd/mm/yyyy
- Date of practical completion dd/mm/yyyy
- Defects liability period expiry dd/mm/yyyy

4 SPECIFICATIONS

Technical specification for the project must be included in this section.

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
- (d) International Standards.

4.1 ARCHITECTURAL SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT ARCHITECTURAL SPECIFICATION HERE (delete page if not required)

4.2 MECHANICAL SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT MECHANICAL SPECIFICATION HERE (delete page if not required)

4.3 ELECTRICAL SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT ELECTRICAL SPECIFICATION HERE (delete page if not required)

4.4 HYDRAULIC SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT HYDRAULIC SPECIFICATION HERE (delete page if not required)

4.5 FIRE SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT FIRE SPECIFICATION HERE (delete page if not required)

4.6 SECURITY SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT SECURITY SPECIFICATION HERE (delete page if not required)

4.7 COMMUNICATION SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT COMMUNICATION SPECIFICATION HERE (delete page if not required)

4.8 STRUCTURAL SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT STRUCTUAL SPECIFICATION HERE (delete page if not required)

4.9 CIVIL SPECIFICATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

INSERT CIVIL SPECIFICATION HERE (delete page if not required)

5 CONTACT INFORMATION

The Table of *Contact information* (next page) must be completed listing all contractors, suppliers, etc. involved with the project, referring to the service or aspect of the works that the party is responsible for.



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Contact information ([link to Word document here](#))

Service	Name	Address	Phone	email
e.g.				
HVAC				
Electrical				

6 TABLE OF FIGURES AND PROJECT DRAWING SCHEDULES

For the drawing package, the *Table of figures and drawing schedule* (next page) 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
- (h) revision date.

A table may also be provided to reference any diagrams, tables, or sketches within the body of the material that may not make up part of the formal drawing package.



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Table of figures and drawing schedule ([link to Word document here](#))

Drawing No.	Title	Area & Sub-Area	Paper Size / Scale	File Name	Format	Rev No.	Revision Date
Architectural							
WM1234-A001	Storage Space Refurbishment – General Arrangement	4B Ground	A0 / 1:100	WM1234-A001	.dgn (v8i)	E	21-06-2018
Figure 5	Fabricator’s Sketch – Handrail Detail	4B Ground	A4 / 1:1	1234-Fig005	.pdf	B	19-08-2018
BMS							
			/				
			/				
Communications							
			/				
			/				
Electrical							
WM1234-E000	Electrical – Cover Sheet, Drawing List & Legend	4B Ground	A1 / NTS	WM1234-E001	.dwg (2013)	A	22-07-2019
			/				
Fire							
			/				
			/				
Irrigation							
			/				
			/				
Landscaping							
			/				
			/				
Hydraulics							
			/				
			/				
Mechanical							
			/				
			/				
Security							
			/				
			/				

7 PROJECT DATA

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

The contractor must complete the following Equipment Registration/Modification Spreadsheet. As a minimum, the contractor must list each item installed and record its corresponding key reference information.

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).

Detailed information, including maintenance and cleaning instructions, SDS, etc. must be included in 7.3 – Technical Information of the OMM.

7.1 EQUIPMENT

Purpose of Recording Equipment

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.

DPS' maintenance management system supports:

- (a) effective stewardship of APH's infrastructure, technical systems, and structure
- (b) compliance with statutory, regulatory, and social requirements
- (c) operational excellence through maximizing systems performance and reliability
- (d) optimizing total asset life costing
- (e) reporting requirements
- (f) compliance with work health and safety requirements.

Definition of Equipment

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 and may be based on:

- (a) legislative or statutory obligations
- (b) manufacturer's recommendations
- (c) accepted good practices and/or industry guidelines.

General Guidance Notes

Issued Technical Equipment Identification Number e.g. fan FS-4-09, distribution board DB8.1G/2.1.4 etc. These numbers are assigned during the design stage of a project.

Description of Engineering System category e.g. Chilled Water, Hot Water, HVAC, Electrical. Room Number that appears on the Architectural Plans e.g. 1A.1.008.

The project / purchase order associated with the acquisition of the item. Finance Accounting Asset Number. Manufacturer's estimated life (years). Where the manufacturer does not specify a life, a qualified assessment shall be provided.

Characteristics including (but not limited to) size / section, rating kW / RPM, litres / min, full load current, fault and transient performance, inlet / outlet size, impellor type, etc.

Where a manufacturer's specification / data is not available, all reasonable characteristics shall be provided for the item of equipment including recommended bill of materials and parts.

DPS equipment that has been assigned to a building tenant for their exclusive use.

INSERT COMPLETED 'EQUIPMENT REGISTRATION FORM' HERE (see links below)

SAP-PM is the systems, applications, and products authority for plant maintenance in DPS.

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. Note: Equipment numbers are not re-assigned to different or replaced items of plant and equipment.

External Contractors must submit a written request for new or replacement SAP-PM equipment numbers to the DPS Project Manager and is to be received no later than the Draft As Constructed submission. Requests are to be made via a completed [Equipment Registration Form](#). A copy of the completed Equipment Registration Form must be inserted into the OMM.

Requests for modifications to existing equipment (e.g. re-furbished or removed) are to be made via a completed [Equipment Registration Form](#).

Note: SAP-PM equipment numbers cannot be re-assigned to another item of equipment.

Detailed **Guidance** on completing the Equipment Registration form is located at [Equipment Registration Form Guide](#)

PLANT AND EQUIPMENT IDENTIFIER SPREADSHEET

Technical identifier refers to a name or technical identification given to a component, equipment, etc. by DPS. E.g. VV-XX-XXX (a VAV box), DBXX.XX.X (an electrical distribution board), FS-XX-XXX (a supply air fan). Note: Technical identifiers may be re-assigned by DPS.

Many equipment items are assigned a technical identifier to make it easier to identify. The Plant and Equipment Identifier Form lists equipment requiring technical identifiers that must be referenced for registering new, replaced, or removed equipment. The written request must include project drawings showing existing and proposed plant and equipment:

- (a) existing equipment numbers and technical identifiers
- (b) 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
 - a schedule of equipment to be decommissioned or removed.

External Contractors must submit a written request for new equipment identifiers using the [Plant and Equipment Identifier Form](#) to the DPS Project Manager and is to be received no later than the 80% Design submission. A copy of the completed Equipment Registration Form must be inserted into the OMM.

Project Name: <input type="text"/>		Project Manager: <input type="text"/>		Completed By: <input type="text"/>																									
Project No: <input type="text"/>		Contractor/Installer: <input type="text"/>		Date: <input type="text"/>																									
GENERAL					LOCATION	ACQUISITION DETAILS				EQUIPMENT DETAILS			EQUIPMENT			WARRANTY			MAINTENANCE CONTRACT			TENANT AGREEMENT		ADDITIONAL INFORMATION					
Item	Equipment No.	Equipment Description	Replaces Equipment	Technical Identification	System Description	Room No.	Date	Value	Vendor	Manufacturer	Model	Serial No.	Expected Life (Yr)	Manual / Brochure	Section	Page	Labour			Parts/Materials			MAINTENANCE CONTRACT			User	Maintenance Responsibility	Other Comments	
																	Start Date	End Date	Responsibility	Start Date	End Date	Responsibility	Start Date	End Date	Responsibility				
1																													
2																													
3																													
4																													
5																													
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7.2 FURNITURE

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

The following *Project Data—Furniture Details* form must be completed showing furniture used in the project.



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Project data—Furniture details ([link to Word document here](#))

Project Details		
Project Title:.....		Project No:.....
Project Manager:.....		Phone:.....
Contractor / Installer:.....		Contract No:..... File No:.....
Location:.....		Room No (Mandatory):.....
Furniture Details <i>(see note below)</i>		
Item	Details	
Equipment description.		
Furniture Maker/Manufacturer.		
Any special contract terms if item has been commissioned by DPS.		
Asset No. / Plant Equip No.		
Warranty period.	<i>(Note: This date could differ from the project's defect period)</i>	
Group/Person responsible for warranty issues.		
Quantity installed in each location.		
Purchase Cost (current)	\$ <i>(per item)</i>	
O&M data supplied	<i>(Reference the OMM Section/Part No. here)</i>	
NOTE: Details of all materials used to construct any item of furniture must be supplied by completing the tables on the reverse side of this form. Fields can be expanded to fit in required details.		
I....., certify that the details submitted above accurately record the details of the furniture supplied or installed for this Project.		
Certified by Contractor:.....		Date:...../...../.....
Verified by the Project Manager:.....		Date:...../...../.....

Timber Details	
Item	Details
Timber species used	
Timber sourced from	
Timber finishes used	<i>(Description and product name, etc.)</i>
Additional notes if required	
Metal Details	
Item	Details
Metal type used	<i>(i.e. 316 grade stainless, brass, mild steel)</i>
Metal finishes used	
Manufacturers details for custom produced parts	
Additional notes if required	
Hardware Details	
Item	Details
Item Description	<i>(i.e. hinges, handles, drawer runners)</i>
Item Model No.	
Manufacturers details	
Suppliers details	
Additional notes if required	
Fabric Details	
Item	Details
Fabric types used	
Pattern / Texture	
Colour	
Weave Structure	
Composition	
Manufacturers details	
Additional notes if required	
Leather Details	
Item	Details
Leather used	
Pattern / Texture	
Colour	
Manufacturers details	
Additional notes if required	

7.3 TECHNICAL INFORMATION

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.

As a guide for supplying relevant information, contractors should use the following list:

- (a) Safety procedures and precautions, covering installation, operation and relevant Safety Data Sheet (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 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 Mean Time Between Failures (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.
- (m) Environmental implications covering operation, end of serviceable life, decommissioning and disposal.

Where product brochures or catalogues are provided, installed components must be clearly identified to allow accurate reference in the future.

Whilst this template is set out for detailed information if the data is covered within the manufacturers technical specifications and brochures there is no need to resupply the details as per the following sub paragraphs.

PLEASE NOTE: A list of documents supplied in an Appendix is not sufficient; a copy of all documents must form part of the OMM.

7.3.1 COMPONENT DESCRIPTION/MAKE/MODEL HERE

7.3.1.1 SAFETY PROCEDURES

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g. document name and page numbers).

PLEASE NOTE: A list of Safety Procedures supplied in an Appendix is not sufficient; a copy of all Safety Procedures must form part of the OMM.

INSERT SAFETY PROCEDURES HERE (delete page if not required)

7.3.1.2 FUNCTIONAL DESCRIPTION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g. document name and page numbers).

PLEASE NOTE: A list of Functional Description documents supplied in an Appendix is not sufficient; a copy of all Functional Description documents must form part of the OMM.

INSERT FUNCTIONAL DESCRIPTION HERE (delete page if not required)

7.3.1.3 BROCHURES AND MANUALS

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Brochures and Manuals supplied in an Appendix is not sufficient; a copy of all Brochures and Manuals must form part of the OMM.

INSERT BROCHURES AND MANUALS HERE (delete page if not required)

7.3.1.4 FAULT DIAGNOSIS

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Fault Diagnosis documents supplied in an Appendix is not sufficient; a copy of all Fault Diagnosis documents must form part of the OMM.

INSERT FAULT DIAGNOSIS HERE (delete page if not required)

7.3.1.5 REPAIR PROCEDURES

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Repair Procedures supplied in an Appendix is not sufficient; a copy of all Repair Procedures must form part of the OMM.

INSERT REPAIR PROCEDURES HERE (delete page if not required)

7.3.1.6 PARTS LIST

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Parts supplied in an Appendix is not sufficient; a copy of all Parts documentation must form part of the OMM.

INSERT PARTS LIST HERE (delete page if not required)

7.3.1.7 SOFTWARE INFORMATION

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Software documents supplied in an Appendix is not sufficient; a copy of all Software documents must form part of the OMM.

INSERT SOFTWARE INFORMATION HERE (delete page if not required)

7.3.1.8 SUPPLEMENTARY INSTRUCTIONS

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Supplementary Instructions supplied in an Appendix is not sufficient; a copy of all Supplementary Instruction documents must form part of the OMM.

INSERT SUPPLEMENTARY INSTRUCTIONS HERE (delete page if not required)

7.3.1.9 ENVIRONMENTAL IMPLICATIONS

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

If this data is already part of the supplied manufacturers technical information you need only indicate where, in the manufacturer's technical information, the data can be found (e.g., document name and page numbers).

PLEASE NOTE: A list of Environmental Implication documents supplied in an Appendix is not sufficient; a copy of all Environmental Implication documents must form part of the OMM.

INSERT ENVIRONMENTAL IMPLICATIONS HERE (delete page if not required)

8 TRAINING RECORDS

(Mark as **N/A if not applicable** to the project. When the information for this section is in another section of the OMM do not mark as N/A, instead refer here to where in the OMM the information can be found using document name and page number)

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.

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

PLEASE NOTE: A list of training material supplied in an Appendix is not sufficient; a copy of all training documents must form part of the OMM.



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Project data - Training record for project handover to DPS staff ([link to Word document](#))

Training Record					
Facilitator / Company:				Training date:	
				Handover date:	
Attendees (Dept.):	<i>Brian Sparks (DPS Electrical)</i>				
Training Location:					
Elements:	<i>(describe the elements of the project which were covered by the training)</i>				
Purpose:	Operation: <input type="checkbox"/>	Maintenance: <input type="checkbox"/>	Diagnostic: <input type="checkbox"/>	Repair: <input type="checkbox"/>	
Training Material:	Course Notes: <input type="checkbox"/>	Manual/s: <input type="checkbox"/>	Software: <input type="checkbox"/>	Other: <input type="checkbox"/>	
Other, please describe:					

INSERT TRAINING RECORDS HERE (delete page if not required)

9 DEMOLITION/ASSET DISPOSALS

This section must describe building fabric, materials, plant and equipment that have been removed or decommissioned during the project and associated works.

An electronic Disposals form is available from the Project Manager.

A comprehensive description of all demolition and removal must be included in this section, including:

- (i) asset, equipment, or PE identification number
- (j) a description of the item
- (k) serial number (if applicable)
- (l) quantity
- (m) nature of the disposal (e.g. surplus, damaged, obsolete, etc.)
- (n) location
- (o) recommended action (e.g. retain, reuse, destroy etc.)

Depending on the nature of the project, the demolitions or removals may also be depicted within the drawing package.

Any safety and environmental implications associated with the decommissioning and disposal of any plant and equipment must also be included.

INSERT DEMOLITION /ASSET DISPOSAL FORMS HERE (obtain Disposal Forms from DPS Project Manager)

10 COMMISSIONING DATA, CERTIFICATES AND WARRANTIES

The relevant approval, certification and commissioning documents must be completed and 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.

At each stage of the project, and specifically included in 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, including revised distribution board schedules
- (g) structural
- (h) software configuration documentation
- (i) HVAC flow/balancing report and certification, including allowable \pm margins
- (j) plumbing
- (k) bore logs for underground services
- (l) water temperature – heating, refrigeration, thermo mixing valves, tempering valves
- (m) glass
- (n) pressure vessels
- (o) security
- (p) safe working loads – hanging points, platforms, mezzanines, and floor loading
- (q) statutory, legislative, and public utility requirements
- (r) warranty certificates and details, terms and conditions, extended warranties, and period of cover.

PLEASE NOTE: A list of Commissioning Data, Certificates and Warranties supplied in an Appendix is not sufficient; a copy of all Commissioning Data, Certificates and Warranties must form part of the OMM.

INSERT COMMISSIONING DATA, CERTIFICATES AND WARRANTIES HERE

11 DRAWINGS AND DRAWING SCHEDULES

Drawings must comply with the requirements outlined in the DPS Drafting Standard (for External Contractors).

PDF copies of every drawing for each discipline must be included here.

Please Note: A drawing schedule listing every drawing produced for the design or construction stage being submitted must be part of the drawing set of each discipline.

INSERT COPIES OF ALL DRAWINGS AND DRAWING SCHEDULES IN PDF FORMAT HERE