##

## 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.
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| 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.
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| 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 ServicesPrint Name:……………………………………………… Date: ..../…./.…... |