

STRATEGIC PLANNING & PLACE

BUILDING CONTRACT DIRECTIVE

DATE: September 2015

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REFERENCE

HANDOVER OF PROJECT RECORD INFORMATION AND OPERATING AND MAINTENANCE MANUALS TO WSCC

1. Introduction

For the purpose of WSCC's asset and property information management strategies and the administration of its construction projects, it is required that project record information is strictly monitored, recorded, collected and archived by WSCC.

The designers and contractor for projects where there is only one contractor working and the Principal Designer for construction projects where there is more than one contractor working must provide appropriate record information to the client service and Strategic Planning & Place on completion of the works. The complete list of required information is listed in section 3 and must include where appropriate the Health & Safety File as built drawings (DWG autocad format), all survey information and operating & maintenance manuals of significant items of plant and equipment.

2. This directive describes the stages and requirements of the handover of Record Information and Operating & Maintenance Manuals from the Responsible Consultant (see 4 below), to WSCC's Property and Asset Records team.

This directive will apply to the following:

- a) Projects where more than one contractor has worked and require additionally a project Health & Safety
- b) All single contractor projects involving modification and additions to the building or fixed building services

3. Project Record Information

Record Information shall comprise (where applicable):

Health & Safety File Form E555

Electrical Operation & Maintenance Manual – see suggested template Form E626 and reference Construction Guide Electrical Design Supplement E/011

Mechanical Operation & Maintenance Manual - see suggested template Form E627 and reference Construction Guide Mechanical Design Supplement E/011

BCD29/BCD55
[Form E555](#)

Form E555
BCD55, 29

[Form E626](#)
Construction
Guide

[Form E627](#)
Construction
Guide

NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

REFERENCE

Building Log Book – based on CIBSE TM31 template
<http://www.cibse.org/index.cfm?go=publications.view&item=227>

Lift Owners Manual and Technical Dossier – Test and Commissioning documentation

Fire Safety Information

Building Manual - see suggested template Form E628

[Form E628](#)

Building Information Schedule
 D292

[Form D292](#)

Note: It is not necessary to duplicate information contained within the Health & Safety File, eg As-Built drawings, within Record Information. A cross reference will be sufficient.

4. **Responsible Consultant**

The Consultant responsible for providing record information shall be as set out in the Framework Agreement for Consultancy Services under Schedule of Services, 13.0 Record Information to be provided by the Consultant:

Framework Agreement

Record Information	Provided by the Consultant acting as:-
Building Information Schedule D292	Architect/Building Surveyor/Contractor
Fire Officer's Clearance Certificate	Architect/Building Surveyor/Contractor
As Built Drawings	Architect/Building Surveyor/ Structural Engineer/Contractor
Keys (labelled)	Lead Consultant/Project Manager/Contractor
Electrical Engineering Certificate E402*	Electrical Engineer/Contractor
Electrical Engineering Services Data D285*	Electrical Engineer/Contractor
Electrical As Installed Drawings	Electrical Engineer/Contractor
Electrical Operating Manual	Electrical Engineer/Contractor
Mechanical Engineering Services Data D284*	Mechanical Engineer/Contractor
Mechanical As Installed Drawings	Mechanical Engineer/Contractor
Mechanical Operating Manual	Mechanical Engineer/Contractor
Health & Safety File	Principal Designer

Form D292

** Form E402 is no longer applicable. Forms E285 and D284 are now obsolete and the information required will be contained within the Electrical and Mechanical Operation and Maintenance Manuals.*

Additional Information

Building Log Book	Architect/Building Surveyor/Contractor
Lift Owners Manual	Mechanical Engineer and Installing Contractor
Building Manual	Architect/Building Surveyor/Contractor

The collation of all record information, ready for delivery to WSCC, shall be undertaken either by the Principal Designer, Lead Consultant or Contract Administrator, as directed by the WSCC Project Manager for each project.

Responsibilities shall be agreed at commissioning stage, prior to entering into a contract.

5. **Format**

Two sets of project record information are expected to have been prepared throughout the duration of the project and will include the documents set out above.

One set, in hardcopy format, is intended as the site copy and the second set, in softcopy format, is WSCC's copy.

As-Built and As-Installed Record Drawings will be formatted as set out in the Framework Agreement for Consultancy Services under Schedule of Services, and using suggested templates, where applicable.

6. **Handover of Record Information**

At the end of the construction phase, the Record Information should be delivered to Strategic Planning & Place, Property & Asset Records Team (PAR) **within two weeks of the date of Practical Completion of the project**. O&M Manuals shall be presented for review at the site meeting **prior to Practical Completion**, and site copies of O&M Manuals shall be delivered to the site on **handover of the building**.

School projects are often split into phases with more than one hand-over. With phased projects, and where practical, each hand-over should have an electronic 'Interim O&M manual' forwarded to the end user that should include all pertinent information (boiler controls, alarm settings etc) relevant to that phase of the work. Usually the contractor will be available between phases of work to resolve any issues that may arise.

6.1 The Consultant shall deliver the Record Information to PAR, as per the arranged time and date, at the following address: Property & Asset Records, WSCC Strategic Planning & Place, Northleigh Block, County Hall, Chichester, West Sussex.

Framework Agreement

REFERENCE

- 6.2 The Consultant shall confirm direct to WSCC's Property and Asset Records Team (PAR), with a copy to the Project Manager its intention to deliver the Record Information, stating the date and time when they wish to do so. Notification to be made by email to propertyrecords@westsussex.gov.uk
- 6.3 It is expected that only one Handover should be required for the complete set of information. All information handed over to PAR at the arranged meeting will be signed for using the WSCC's Handover Form (ref. E621), one per project.
Strictly under no circumstance will any information be received by PAR without a signed Handover Form from the Principal Designer.
- 6.4 The Principal Designer or Consultant responsible for providing record information shall be responsible for accurately completing the Handover Form (ref. E621) prior to the delivery of the record information
- 6.5 The contents, inclusion, exclusions and composition of the record information shall be explained in full and shall be passed to PAR.
- 6.6 The Handover Form shall be signed by the Principal Designer or responsible consultant and PAR to acknowledge handover and receipt of the record information.
- 6.7 Property & Asset Records Team shall retain the signed original Handover Form and the Principal Designer shall retain a signed copy. The Principal Designer or responsible consultant shall also arrange delivery of the site copy, giving a date or arranged date of delivery to site (Project Manager to be kept informed). This is noted in Section B of Form E621.
- 6.8 The Principal Designer or responsible consultant shall nominate a project contact for the receipt of feedback and queries with respect to the Health & Safety File submission.
- 6.9 Post Handover, PAR will notify the Project Manager of receipt of Record Information, who will verify whether the Record Information satisfactorily conforms to its requirements.
- 6.10 Should the composition of the Record Information be satisfactory then PAR shall confirm this to the nominated project contact.
- 6.11 Should Record Information **not** be acceptable to Strategic Planning & Place then it shall confirm this to the nominated contact for the project and inform them of any failures, explain the reasons and the remedial course of action.

[Form E621](#)

Form E621

Form E621

- 6.12 If necessary, the Record Information can be returned to the Consultant. However, WSCC shall not be responsible for any costs incurred in returning such items to the project contact.
- 6.13 The Consultant shall be required to make a re-submission of the Record Information within four weeks of the delivery date of the failed submission (to allow PAR to verify the content of manuals). The re-submission of the Record Information, if wholesale amendments are required, shall follow the Directive as above.
- 6.14 When the submission is considered satisfactory, PAR will then arrange for storage of the Record Information.

7. **Handover Meetings**

The number of handover meetings required to complete the submission of a project's Record Information, its conformity to standards, and the time of delivery after Practical Completion, may become the subject of Key Performance Indicators.

CONCLUSION