

# O&M Manual Checklist



**Project Name:** [add]



**Project Address:** [add]



**Project Number:** [add]

## Checklist

<b>Front Cover:</b>	<input type="checkbox"/> Project Title Included <input type="checkbox"/> Document Number Included
<b>Version Control:</b>	<input type="checkbox"/> Version Control Page Included <input type="checkbox"/> Document Version Included <input type="checkbox"/> Authors Name Included
<b>Table Of Contents:</b>	<input type="checkbox"/> Clear Table Of Contents Included
<b>Introduction:</b>	<input type="checkbox"/> Clear Introduction Included
<b>Project Information:</b>	<input type="checkbox"/> Project Name <input type="checkbox"/> Project Address <input type="checkbox"/> Project Type <input type="checkbox"/> Green Building Certification <input type="checkbox"/> Defects Liability Period
<b>Consultant &amp; Contractor Contacts:</b>	<input type="checkbox"/> Client <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Project Manager

	<input type="checkbox"/> Commissioning Provider <input type="checkbox"/> MEP Designer <input type="checkbox"/> Green Building Consultant <input type="checkbox"/> General Contractor
<b>Project Specifications:</b>	<input type="checkbox"/> Full Schedule of Specifications <input type="checkbox"/> Builders Work [attached] <input type="checkbox"/> Building Management [BMS] System [attached] <input type="checkbox"/> Control [SOO] System [attached] <input type="checkbox"/> Electrical [EE] System [attached] <input type="checkbox"/> Extra Low Voltage [ELV] System [attached] <input type="checkbox"/> Fire/Life Safety [FS] System [attached] <input type="checkbox"/> Mechanical [HVAC] System [attached] <input type="checkbox"/> Plumbing & Drainage [PD] System [attached]
<b>As Built Drawings:</b>	<input type="checkbox"/> Full Schedule of Drawings <input type="checkbox"/> Builders Work – Layouts – Schematics [attached] <input type="checkbox"/> Building Management [BMS] System – Layouts – Schematics [attached] <input type="checkbox"/> Control [SOO] System – Layouts – Schematics [attached] <input type="checkbox"/> Electrical [EE] System – Layouts – Schematics [attached] <input type="checkbox"/> Extra Low Voltage [ELV] System – Layouts – Schematics [attached] <input type="checkbox"/> Fire/Life Safety [FS] System – Layouts – Schematics [attached] <input type="checkbox"/> Mechanical [HVAC] System – Layouts – Schematics [attached] <input type="checkbox"/> Plumbing & Drainage [PD] System – Layouts – Schematics [attached]
<b>Electrical Discrimination Study:</b>	<input type="checkbox"/> Latest Study & Report

<p><b>BMS Documentation:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> BMS Graphic Document [attached]</li> <li><input type="checkbox"/> BMS Points List [attached]</li> <li><input type="checkbox"/> BMS Access/Security [attached]</li> </ul>
<p><b>Overview Of Systems:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full Schedule of Systems</li> <li><input type="checkbox"/> Builders Work [overview]</li> <li><input type="checkbox"/> Building Management [BMS] System [overview]</li> <li><input type="checkbox"/> Control [SOO] System [overview]</li> <li><input type="checkbox"/> Electrical [EE] System [overview]</li> <li><input type="checkbox"/> Extra Low Voltage [ELV] System [overview]</li> <li><input type="checkbox"/> Fire/Life Safety [FS] System [overview]</li> <li><input type="checkbox"/> Mechanical [HVAC] System [overview]</li> <li><input type="checkbox"/> Plumbing &amp; Drainage [PD] System [overview]</li> </ul>
<p><b>Asset Registers:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full Schedule of Registers</li> <li><input type="checkbox"/> Builders Work [attached]</li> <li><input type="checkbox"/> Building Management [BMS] System [attached]</li> <li><input type="checkbox"/> Control [SOO] System [attached]</li> <li><input type="checkbox"/> Electrical [EE] System [attached]</li> <li><input type="checkbox"/> Extra Low Voltage [ELV] System [attached]</li> <li><input type="checkbox"/> Fire/Life Safety [FS] System [attached]</li> <li><input type="checkbox"/> Mechanical [HVAC] System [attached]</li> <li><input type="checkbox"/> Plumbing &amp; Drainage [PD] System [attached]</li> </ul>
<p><b>Manufacturers Literature:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full Schedule of Literature &amp; Information</li> <li><input type="checkbox"/> Builders Work [attached]</li> <li><input type="checkbox"/> Building Management [BMS] System [attached]</li> <li><input type="checkbox"/> Control [SOO] System [attached]</li> <li><input type="checkbox"/> Electrical [EE] System [attached]</li> <li><input type="checkbox"/> Extra Low Voltage [ELV] System [attached]</li> <li><input type="checkbox"/> Fire/Life Safety [FS] System [attached]</li> <li><input type="checkbox"/> Mechanical [HVAC] System [attached]</li> <li><input type="checkbox"/> Plumbing &amp; Drainage [PD] System [attached]</li> </ul>

<p><b>Health &amp; Safety:</b></p>	<p><input type="checkbox"/> Electrical Lockout Tagout Procedure [attached]</p> <p><input type="checkbox"/> Arc Flash Study &amp; Report [attached]</p> <p><input type="checkbox"/> Project Risk Assessments [attached]</p> <p><input type="checkbox"/> Emergency Procedures [EOP] [attached]</p> <p><input type="checkbox"/> Hazardous Materials &amp; Handling Procedures [attached]</p> <p><input type="checkbox"/> Working at Height Procedures [attached]</p> <p><input type="checkbox"/> Confined Space Procedures [attached]</p>
<p><b>Disposal Of Equipment &amp; Products:</b></p>	<p><input type="checkbox"/> Disposal Document/Report [attached]</p>
<p><b>Planned Maintenance:</b></p>	<p><input type="checkbox"/> Full Schedule of Planned Maintenance [attached]</p> <p><input type="checkbox"/> Builders Work [attached]</p> <p><input type="checkbox"/> Building Management [BMS] System [attached]</p> <p><input type="checkbox"/> Control [SOO] System [attached]</p> <p><input type="checkbox"/> Electrical [EE] System [attached]</p> <p><input type="checkbox"/> Extra Low Voltage [ELV] System [attached]</p> <p><input type="checkbox"/> Fire/Life Safety [FS] System [attached]</p> <p><input type="checkbox"/> Mechanical [HVAC] System [attached]</p> <p><input type="checkbox"/> Plumbing &amp; Drainage [PD] System [attached]</p>
<p><b>Equipment &amp; System Spares:</b></p>	<p><input type="checkbox"/> List of Spares Based Upon the Contract [attached]</p> <p><input type="checkbox"/> List of Recommended Spares [attached]</p>
<p><b>Equipment Warranties:</b></p>	<p><input type="checkbox"/> List of Warranties [attached]</p>
<p><b>Service Level Agreements:</b></p>	<p><input type="checkbox"/> Service Level Agreements [attached]</p>

<b>Final Commissioning Report:</b>	<input type="checkbox"/> Final Commissioning Report [attached]
------------------------------------	--

## Comments

1	
2	
3	
4	
5	
6	
7	
8	

-END-