

Estates Operations

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**Production Guidelines for the  
Building Fabric Manual (incorporating Health & Safety File)**  
Guidance for the Technical Author

**REVISION 10.4**  
**Issue Date: September 2021**

# Document History

## Revision History

Revision Number	Revision Date	Summary of Changes
Rev 10	February 2016	
Rev 10.1	February 2017	<ul style="list-style-type: none"><li>• Updated Pt 1 7.0 Draft Manuals Review Process</li><li>• Updated Pt 2 2.2 Fire Strategy</li><li>• Updated Pt 2 5.0 Asbestos Information</li><li>• Changed all references of Supervisor to Compliance Monitor</li></ul>
Rev 10.2	August 2017	Section 9 updated to define new schedule of contents
Rev 10.3	January 2020	<ul style="list-style-type: none"><li>• Minor text updates to refer to EIR instead of CAD strategy and updating changes to job titles and division names.</li><li>• removed text from Pt 1 7.0 which is duplicated in document RM09</li></ul>
Rev 10.4	September 2021	<ul style="list-style-type: none"><li>• updates to required format and delivery method of record documents.</li><li>• minor update to Pt 1 3.0 H&amp;S</li><li>• minor update to Pt 2 5.0 Asbestos Information</li><li>• minor update to Pt 2 2.2 Fire Fighting strategy</li><li>• appendices updated</li></ul>

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# Part 1: Production Guidance

## 1.0 Introduction

This document provides guidance for the production of the Building Fabric Manual (Incorporating the Health & Safety File) for Imperial College London construction projects. The contents of this document are aimed at the Technical Author appointed to produce the manuals.

This should be read in conjunction with the latest revisions of *Record Document Process Guidelines (RM09)* the *Production Guidelines for the Operating & Maintenance Manuals (Mechanical & Electrical Services) (RM08)* and the Technical Author's Scope of Services.

It is the responsibility of the Contractor to deliver all O&Ms and associated Record Drawings as a required deliverable of the works carried out. To enable the manuals to be produced to the standard required by the College, they are to appoint a Technical Author from the College's recommended list.

Should the scope of the project determine that no Technical Author is required, the Contractor is instead to produce the Record Documents in accordance with these guidelines.<sup>1</sup>

Refer to the *Record Document Process Guidelines (RM09)* for an outline of individual responsibilities and record document production process.

The intention is to provide a document that meets statutory and operational requirements, whilst being user friendly and compatible with the College's document management system.

## 2.0 Purpose of the Building Fabric Manual

The Building Fabric Manual (BFM) consists of the information required by Estates Operations to manage the maintenance of the external fabric of the building, along with all internal fittings, fixtures and finishes. The manual should contain all architectural and structural information on changes made to the space, providing a reliable reference point for any future renovations and repairs.

The BFM provides all the information to allow the Building Manager to:

- Manage their work safely
- Advise on significant risks to those who require access to the building to undertake surveys, construction work or regular maintenance work to plant and equipment.

The manual also forms part of the Record Documentation for issue to the Archive, providing an authentic and accurate record of the works carried out as part of the project.

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<sup>1</sup> This is to be agreed at the Record Document Strategy Meeting by the Contractor, Project Manager and Archives Officer (Projects).

### 3.0 Incorporation of the Health and Safety file

The Principal Designer is responsible for the production of a Health & Safety file for all projects involving more than one contractor, in accordance with Appendix 4 of L153 “Managing Health and Safety in Construction”.<sup>2</sup>

If the College is retaining the role of Principal Designer, the Project Manager needs to schedule a meeting with the Building Manager, Maintenance Manager and Estates H&S Manager (Construction) to determine significant risks associated with the work which may require management controls. The H&S Manager will produce the H&S statement for inclusion in the Building Fabric Manual

Health & Safety information includes:

- Building fire strategy, including drawings showing emergency evacuation routes and locations of fire-fighting equipment, evacuation lifts and safe zones.
- Asset management as agreed with the end-user, including window and façade cleaning, plant and equipment replacement strategies.
- Notes on residual risks to be managed by the client for the project area. This will include any hazardous materials required to be purchased or used as part of a maintenance regime eg oils, cleaning fluids, paints and adhesives noted in [Section 9](#) under Fittings, Fixtures and Finishes.
- Up to date information on asbestos in the project area (for inclusion within [Section 5](#)

For most projects, this information will be incorporated within the Building Fabric Manual. The Principal Designer is to work with the Contractor and Technical Author to ensure that all necessary Health & Safety information is included in the file, forming a part of their final sign-off process. If no Building Fabric manual is required owing to the nature of works, the Health & Safety File shall be incorporated within the Mechanical and Electrical O&Ms, with any necessary changes to the schedule of contents to be discussed with the Estates Records & Archives Officer.

Any exceptions, where a Health & Safety file may be required as a separate document and produced by the Principal Designer, will be agreed in the Record Document Strategy Meeting.

### 4.0 Mechanical and Electrical O&Ms

For the majority of projects, the mechanical and electrical installations will be required to be produced as separate manuals. (Operation and Maintenance Manuals). Refer to *Production Guidelines for the Operating & Maintenance Manuals (RM08)* for the production and distribution of these documents.

For minor projects, this information may be incorporated within the Building Fabric manual, as agreed at the O&M strategy meeting.

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<sup>2</sup> Health & Safety Executive “Managing Health and Safety in Construction. Construction (Design and Management) Regulations 2015; <http://www.hse.gov.uk/pubns/priced/l153.pdf>

## 5.0 Manual Format

The contents of the manual will consist of 13 sections as described in Part 2 of this document.

The typeface to be used is Arial. Other fonts should only be used in specific applications where the use of Arial is not possible or appropriate (e.g. mathematical formulas).<sup>3</sup> When using the Imperial College logo, always use the original and unaltered artwork. This is available upon request from the Imperial College Communications Division: <http://www.imperial.ac.uk/graphicidentity/applyingthegraphicidentity/usingthelogo>

### Digital format

The electronic manual is to be issued as a single pdf file. The document must be fully hyperlinked, with all literature inserted within the document, and not link to files or documents contained in external folders. Hyperlinks should include (but not limited to):

- Contents page to each section of the manual
- Each section's index page to referenced items / sub-sections within that section.
- Maintenance strategy/hazards outlined in Section 4 to the appropriate literature/drawings in Section 9
- Any reference to an item found elsewhere in the manual.

The document needs to be user friendly, enabling the user to review all sections independently via the hyperlinks and without having to scroll through the entire document.

The digital format issue should consist of a folder containing the following items:

- One version of the manual in an editable pdf format, enabling the information to be extracted or updated
- One version of the manual saved in PDF/A format, to provide an authentic record suitable for long term preservation.<sup>4</sup>
- A folder of as-built drawings in pdf and dwg format (meeting the project EIR requirements). These are to be fully itemised in the schedule of drawings in Section 6 of the manual.
- For manuals incorporating M&E, the asset register in excel format
- *Where agreed in the Record Document strategy meeting, a copy of the manual and literature in their native editable format (word format, for example)*

Zip files are not to be used.

Any other documents requiring issue as a separate file (for example a specialist contractor manual) needs to be agreed and recorded in the minutes of the Record Document Strategy meeting and included on the Tracker. **Unless this has been agreed, all sub-contractor literature needs to be incorporated within the manual's pdf document.**

Literature which has been issued as a separate file or incorporated within another manual should be cross-referenced in the appropriate section, to aid the user in locating the information.

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<sup>3</sup> Refer to Imperial College's Graphic Identity webpages for further information, including the "house style": <http://www3.imperial.ac.uk/graphicidentity>

<sup>4</sup> The 'A' in PDF/A stands for 'Archive' and signifies that the format has been confined to basic PDF features to simplify its long term preservation. Its adoption assists in the preservation of PDF files by preventing encryption, digital rights mechanisms and other features which impede preservation. PDF/A was ISO-approved in 2005 (as ISO 19005-1).

## Hard copy format

A hard copy of the manual, including architectural and key structural drawings is also required for the College Estates archive

The hard copy file is to be issued in a white hard cover A4 4-ring binder. Sections should be clearly denoted using wide subject dividing cards.

For some projects, a digital only issue may be sufficient, where agreed and minuted at the Record Document strategy meeting.

## 6.0 Cover and spine Format

The front cover (and the spine of the hard copy manual) must provide easy reference to project information so that the user can easily locate the correct manual.

- Text must include the project number, document reference number, project title, building, date of issue, type of manual, contractor's details. Contact the Estates Records & Archives Officer to obtain the agreed project name and reference numbers.
- For the hard copy, where more than one volume is required, the spine label must also include a schedule of information contained within that specific volume ie Section number and headings.

Refer to **Appendix (i)** for sample cover and spine templates. Editable versions of these templates can be obtained from the Estates Records & Archives Officer upon request.

## 7.0 Draft manuals review process

Drafts of the Building Fabric Manual are to be issued for review in accordance with the Project Handover Plan and in sufficient time to allow for the final copies to be issued at completion. The drafts should be uploaded to the project file for review, unless otherwise agreed.

Refer to section 4.07 of [RM09 Record Document Process Guidelines](#) for an outline of the review process.

## 8.0 Production of Drawings

The Building Fabric Manual requires all as-built architectural and structural drawings produced as an outcome of the completed works. This includes general arrangement, layout, plans, elevations, section drawings and detail drawings for all elements of the construction.

All drawings are to be issued by the Contractor as final As-built status and produced in accordance with the project-specific Employers Information Requirements (EIR).

Refer to: <http://www.imperial.ac.uk/estates-projects/building-information/>

Electronic format drawings are to be issued in dwg and pdf formats.

Details of the drawing approval process are outlined in the [RM09 Record Document Process Guidelines](#) and should have commenced at Stage 2 Design.

By construction stage, drawings are expected to be produced to the EIR standard, however final sample drawings should be resubmitted at Stage 5 to [cadcompliance@imperial.ac.uk](mailto:cadcompliance@imperial.ac.uk) to confirm that this has been followed and the room numbering is correct.

**The EIR applies to all drawings including architectural, structural, mechanical, public health, electrical etc which represent a part of the fabric of the building and may be needed for alterations or renovations in the future.**

Some manufacturers' component drawings and information, for example as supplied in Section 9 Manufacturer's literature, may be issued in pdf format only. This is to be agreed at the Record Document Strategy Meeting. The Estates Records & Archives Officer must be included in this decision to advise on what drawings are needed for the Estates Archive.

The hard copy manual required for the College Estates Archive must include a full set of hard copy drawings, printed to the size specified on the drawing scale and folded down to A4 for insertion into the file. At a minimum, this applies to all Architectural and Structural drawings, the hard copy output of all other drawings is to be agreed at the Record Document Strategy Meeting.

For large quantities of drawings, which may not be practical to deliver in binders, alternative storage is to be agreed with the Estates Records & Archives Officer to ensure they are stored in a manner suitable for long term preservation whilst meeting storage and access requirements.

NOTE – where the mechanical and electrical information is included with Section 10 of the Building Fabric manual, these drawings are also to meet the above requirements and be issued in hard and electronic copies. Hard copy M&E drawings must be printed to the size specified on the scale.

## **9.0 Distribution of Manuals and Drawings**

The final digital format manual and drawings is to be uploaded to the College project file on Box, unless another delivery method has been agreed with the Estates Records & Archives Officer. This must be accompanied by a sign off letter confirming that the record documents have been checked and reviewed, to represent an accurate record of the works carried out.

Upon receipt of this notification, the Estates Records & Archives Officer will transfer the manuals to the O&M database, sending an Issue Memo to confirm receipt. Any further changes to the record documents once issued must be accompanied by a Revision Record to document the updates.

The Building Information team receives set of as-built DWGs from the Records & Archives Officer upon issue of the O&Ms. In the event of a phased project or otherwise delayed issue of O&M's, a set of final As-builts may be required in advance – as agreed by the Building Information Manager, Project Manager and Estates Records & Archives Officer.

The hard copy manual and drawings is to be delivered to the Estates Records & Archives Officer and the content must be an exact copy of the digital version. Any revisions made to the digital copy must also be made to the hard copy – if this has already been delivered to the College, arrangements must be made to replace updated pages.

**All copies (hard copy and digital format) of the drawings and manuals are to be issued to the Estates Records & Archives Officer without exception. Anything issued directly to any other department cannot be guaranteed as the final issued Record Documents.**



## **Part 2: Building Fabric Manual Standard Contents**

The following is the standard index of contents. Should any section not be applicable to the nature of works, it is not to be omitted but instead should include a comment that the section is “not applicable”

### 1.00 Introduction and Location of Works

### 2.00 Nature of Project and Project Description

2.1 Design Criteria – Architects, Structural and M&E

2.2 Fire Fighting Strategy

### 3.00 Project Directory

### 4.00 Health and Safety Information

### 5.00 General information on Asbestos

### 6.00 Schedules of all drawings

### 7.00 Specialist Contractors

### 8.00 Imperial College Internal Specialist Works

### 9.00 Building Maintenance of Structure, Envelope, Finishes, Fixtures and Fittings

9.1 Substructure

9.2 Superstructure

9.3 Internal Finishes

9.4 Fittings, Furnishings and Equipment

9.5 External Works

### 10.0 Mechanical & Electrical information

### 11.0 Warranties, Certification and Commissioning

### 12.0 Planning Permissions

### 13.0 F10, Consent to Commence Work, Waste Management Plan

### **Detailed description of contents**

Refer to the following pages for further details of what is to be included in each section.

## 1.0 Introduction and Location of Works

This section provides an overview of the document, file holders responsibility, project and location details. This section should commence with a Revision Record

### 1.1 Purpose of the Building Fabric Manual / Health & Safety file

A brief outline of the regulatory responsibilities that require the production of this file

### 1.2 File holder's responsibilities

An outline of the user's responsibilities in the accepting, maintaining and updating of the health and safety file

### 1.3 Location of the works

This needs to be specific, providing a precise location of all areas encompassed by the works and should reference any plant rooms external or circulation areas affected. For example:

*The works outlined in Section 2 were undertaken for the [department/faculty/division]. The works were confined to [insert levels/room numbers/buildings of all areas encompassed in the works]. The works commenced on [insert date]. Completion was achieved on [insert date]*

## 2.0 Nature of Project and Project Description

This section is to commence with a description of the nature of the project and details on the scope of works – this should be in the form of a short summary, including locations/room numbers of all areas affected by the works. This summary is to be followed by:

### 2.1 Design Criteria: Architects, Structural and M&E

This sub-section provides design philosophy statements for the Architectural, Structural, Mechanical, Electrical and Public Health works and should include cross references to where additional information can be found (for example structural drawings, M&E manuals):

- The **Architectural** Statement is to provide an overview of the construction methods and materials used for the project.
- The **Structural** design philosophy will refer to the general structural design criteria and include the maximum loadings on each floor, floor type and the roof. Reference should be made to the proposals for the sequence of operations to be undertaken when the building is to be demolished or where structural changes are to be made
- **Mechanical, Electrical and Public Health** works to be included in the form of a copy of the statement provided in the mechanical and electrical manuals. The statement should provide an overview of the design outlining key criteria and include details of any special requirements for the removal or replacement of plant or equipment.

### 2.2 Fire Fighting Strategy

This section is intended as the first point of reference for the Building Manager and Fire Officer to know where to obtain all the required fire safety information relating to the project.<sup>5</sup>

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<sup>5</sup> Part 8 of Building Regulation 38 defines Fire Safety Information as “information relating to the design and construction of the building or extension, and the services, fittings and equipment provided in or in connection with the building or extension which will assist the responsible person to operate and maintain the building or extension with reasonable safety.”

This section should provide cross-references to any fire safety information relating to the project: for example, Fire Strategy drawings in Section 6 and Fire Alarm install/upgrade literature and drawings in the Electrical O&M (Refer to the Mechanical and Electrical Guidelines for further details). A statement of the fire fighting strategy must be included in this section.

The Fire Strategy drawing(s) must include notes to outline the firefighting strategy of the building including emergency evacuation routes and locations of fire-fighting equipment, evacuation lifts and safe zones. Where no current Fire Strategy drawing exists, the Contractor should supply a new drawing which outlines the final fire strategy for the project area.

**The fire safety information must comply with Building Regulation 38 and as outlined in Appendix G to Approved Document B**

### **3.0 Project Directory**

This section provides a table of names and contact details of all the key personnel involved in the project.

### **4.0 Health and Safety Information**

This section is to include all the information required to meet the standards for information set out within the CDM2015 Approved Code of Practice. If the Principal Designer has been novated to the Contractor, they will provide the necessary information to complete this section of the file. Refer to [Part 1 Section 3](#) of this document for typical information to be included.

The Principal Designer must also ensure that [Section 2](#) includes fire safety information and that the current Asbestos Report is provided for [Section 5](#).

Information on the residual hazards that remain and impact on the operation and maintenance of the building, along with the cleaning and maintenance strategies, should be summarised here, directing users to specific product literature in Sections [7](#) and [9](#).

If the nature of the project dictates that a separate Health & Safety file is to be produced, reference must be made to it within this section, to which the user should refer instead.

#### **4.1 Significant Hazards**

This sub-section identifies all residual significant hazards that were identified by the Design Team, the College Maintenance and Building Management teams and the Principal Designer. This includes special lifting arrangements for plant and/or equipment replacements.

Hyperlink references to relevant sub-sections within [Section 9.0](#) (and [Section 7.0](#) if applicable) where significant hazards associated with materials required for maintenance is contained.

#### **4.2 Maintenance Strategy**

This sub-section provides hyperlinked cross-references on where to locate key articles relating to Health and Safety and Maintenance information. This could include but not limited to:

- Cleaning and Maintenance Strategy including method statements for specific items of plant and equipment as agreed on a project by project basis.

- Plant Equipment Maintenance and Replacement Strategy  
Items of plant and equipment required for inclusion will be determined at the Record Document Strategy / O&M meeting and confirmed in the minutes issued following the meeting.

## 5.0 General Information on Asbestos

This Section deals with residual asbestos issues and must include a copy of the latest Asbestos Report. The Contractor is to obtain this from the Asbestos Team, and it should include the Asbestos Manager's report and drawing(s). This section should also include a summary of the extent of the ACM remaining in the spaces at handover

## 6.0 Schedules of As-Built and As-installed drawings

This section contains schedules of all final "As-built" drawings produced as part of the works. The building fabric manual should include:

- Schedules of all drawings included with this file – ALL architectural, structural and manufacturer's component drawings relating to the building fabric of the works area. The schedule should note which sub-section the manufacturers' component drawings can be found.
- Hard copy drawings inserted in the relevant sections (architectural and structural in Section 6, manufacturers' component drawings in sections 7 or 9 where applicable)
- Electronic format drawings in a sub-folder delivered alongside the digital manual.
- Information on the availability and location of all other record drawings, including cross references to those included in the Mechanical, Electrical and Fire manuals.

All drawings are to be produced in accordance with the project specific EIR and issued as final As-built status, in pdf and dwg formats. Refer to [Part 1 Section 8](#) of this document for full details.

**The Employers Information Requirements (EIR) applies to all drawings – architectural, structural, mechanical, electrical, etc – which form a part of the fabric of the building and may be needed for alterations or renovations in the future.**

## 7.0 Specialist Contractors

This section is for specialist contractors, often taking the form of a self-contained O&M produced by the specialist, including any specific information needed for maintenance, cleaning, replacement or dismantling, as summarised in Section 4.

This section should not be used for general manufacturers' literature on fittings, fixtures and finishes, which should go in Section 9

Examples of specialists might include (but not limited to):

- Lifts
- Curtain walling
- Specialist roof finishes
- *Clean Rooms\**
- *Fume Cupboards.\**

*\*These would usually be included in the Mechanical O&M but should be cross-referenced here for the user's information.*

The specialist contractors for inclusion in this section should be determined at the Record Document Strategy meeting.

## **8.0 Imperial College Specialist Works**

This section provides information on the College's internal specialists, not appointed by the Contractor but installed during the project and referred to in the tender documents. The literature should be obtained by the Contractor or Project Manager from the appropriate Imperial College contact. Examples might include:

- Audio Visual
- Catering equipment (to be included if installed during the contract period)

Other examples include IT and Security equipment, refer to the Electrical Services O&M for these.

Imperial College directly purchased equipment installed post-completion need not be included, however reference should be made to it in this section.

## **9.0 Building Maintenance of Structure, Envelope, Finishes, Fixtures and Fittings**

Information on the construction, renovations or alterations made to the structure, building envelope, finishes, fixtures and fittings are located in this section, including the appropriate health and safety information to assist the Building Manager with maintenance and replacements.

The section should commence with an index page, hyperlinked to each sub-section. The sub-sections should be arranged via the following elemental breakdown for consistency:

### 9.1 Substructure

### 9.2 Superstructure

- 9.2.1 Frame
- 9.2.2 Upper Floors
- 9.2.3 Roof
- 9.2.4 Stairs and Ramps
- 9.2.5 External Walls
- 9.2.6 Windows and External Doors
- 9.2.7 Internal Walls and Partitions
- 9.2.8 Internal Doors (including Ironmongery)

### 9.3 Internal Finishes

- 9.3.1 Wall Finishes
- 9.3.2 Floor Finishes
- 9.3.3 Ceiling Finishes

### 9.4 Fittings, Furnishings and Equipment

### 9.5 External Works

All the above sub-sections should be included, regardless of the size of project, noting 'n/a' where not applicable in accordance with the nature of the works.

Typical content of section 9.3 Internal Finishes may include (but is not limited to):

- Painted wall finishes

- Painted/varnished joinery finishes
- Floor finishes
  - Carpets
  - Tiling
  - Vinyl
- Ceiling finishes
- Suspended ceilings

Section 9.4 Fittings, Furnishings and Equipment includes items procured as part of the works contract, for example:

- Laboratory Furniture
- Kitchen Furniture
- Shelving
- White Goods

*Items procured directly by the College but installed/fitted as part of the project should instead be included within Section 8 of this manual.*

Each manufacturer's sub-section should commence with a "landing page" providing an overview of information for that manufacturer: Contact Details, Cleaning & Maintenance, Re-ordering, Index of supplied literature/drawings. This is to be followed by any relevant literature, inserted into the document and hyperlinked to the appropriate link on the "landing page", to enable ease of navigation for the user.

The literature should consist of the minimum required to allow the Building Manager to clean and maintain the individual items, in a manner consistent with the manufacturers' requirements. It should be sufficient to allow the building manager to order the material or product directly from the supplier or manufacturer. This should not rely solely on a web-link to the manufacturer as this may change over time and no longer be accessible to the user.

Under no circumstances should COSHH assessments or data sheets be included. In the unlikely event a hazardous substance is required to be used, for example to bond a material, this should be highlighted under the Health and Safety information in Section 4

Manufacturers drawings, not including Architectural and Structural drawings, will be included in this section and dwg versions supplied in the Drawings folder on the CD copy. They should also be referenced in the Schedule of As-built drawings in Section 6

## **10.00 Mechanical & Electrical Operation and Maintenance Manuals**

For projects where there are minor/less complex mechanical and electrical works, the information may be included within this section, providing a combined Building Fabric Manual incorporating Mechanical & Electrical installations. Any drawings associated with the M&E works must then also be included and produced to the project EIR.

The majority of projects will however require a separate set of O&Ms and their details will be cross referenced within this section. Refer to the separate O&M Guidance Document for details on the requirements.

This must be agreed upon at the Record Document Strategy Meeting.

## **11.00 Warranties, Certification and Commissioning**

This section is for any warranties or commissioning certificates issued for building fabric elements of the project. This does not include mechanical and electrical certificates unless a combined manual has been produced.

If available at completion, the Building Control Certificate should also be included in this section. If this is not practical due to the nature of the works, a copy should be forwarded to the Estates Records and Archives Officer once it has been issued.

## **12.00 Planning Permission**

If applicable to the nature of the works, copies of any planning permission certificates granted should be included in this section. The actual certificates should also be forwarded to the Estates Records & Archives Officer for permanent retention in the College Archive.

## **13.00 F10 / CDM Notification, Consent to Commence work, Waste Management**

**13.1 Copies of all F10's** (Notification of a Construction Project to the HSE) issued during the project are included in this section. If notification is not required due to the scope of works, a copy of the CDM notification should be included in its place.

### **13.2 Notification of Consent to Commence Work.**

This consists of a letter or email from the Principal Designer or Project Manager, following review of the Construction Phase Plan and confirming consent to commence works.

### **13.3 Waste Management**

The final waste management report produced by the Contractor outlining the relationship between the original targets set in the clients SWMP and what was actually achieved during the construction phase of the works.

## **Appendix (i) Building Fabric Manual cover and spine template**

The front cover and the spine of the Building Fabric Manual must provide easy reference to relevant project information so that the end user can source appropriate information from the correct manual.

Key information for the labels consists of:

- Project Number
- Document Reference Number
- Project Title
- Building Name
- Type of Manual
- Contractor details
- Date of Issue
- Information contained within that specific volume ie Section Number and Headings. \*

\* Spine label only, see examples on next pages

Refer overleaf in Figures 1.1, 1.2, 1.3 for sample cover and spine labels

An editable version of the templates in Word format is available upon request from the Estates Records & Archives Officer.



Figure 1.1: Sample cover

**Building Fabric Manual**  
Incorporating the Health & Safety File

**Imperial College**  
**London**

**Advanced Manufacturing Facility**  
**Levels L & LG Mezzanine, Royal School of Mines**  
**South Kensington Campus**

Practical Completion	:	December 2010
Project Number	:	SKEM0901
Document Reference	:	B/SKEM/030
Volume	:	One of Five

**Contractor:**  
*Company Name*  
*Address*  
*Address*  
*Address*  
  
*telephone*

**Principal Designer**  
*Company Name*  
*Address*  
*Address*  
*Address*  
  
*telephone*

Figure 1.2: Sample spine label

<b>Imperial College London</b>	<b>Levels LG &amp; LG Mezzanine, Royal School of Mines Advanced Manufacturing Facility</b>	Section 1: Introduction and Location of Works Section 2: Nature of Project / Project Description Section 3: Project Directory Section 4: Health & Safety Information Section 5: General Information on Asbestos Section 6: Schedule of Record Drawings .....	<b>Volume 1 of 2</b>
	<b>Building Fabric Manual</b> (incorporating the Health and Safety File)	<i>[complete this section for manuals consisting of more than a single volume: to be edited as applicable to the volume contents]</i>	
	Project Number: RSM0704      Document Reference: B/RSM018		

Building Fabric Manual Spine template