

Estates Operations

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## **Record Document Process Guidelines**

Guidance for the Project Team

(To be read in conjunction with the latest revisions of the Building Fabric and Mechanical & Electrical O&M Technical Guidelines)

### **REVISION 2**

**Issue Date: January 2020**

## Revision History

Revision Number	Revision Date	Summary of Changes
Rev 1	February 2016	
Rev 1.1	March 2017	<ul style="list-style-type: none"> <li>• Updated 4.07 Draft Manuals Review Process</li> <li>• Updated 3.0 Responsibilities</li> <li>• Updated 5.0 Asset Register Schedule</li> <li>• Updated 6.0 Fire Strategy information</li> <li>• Updated 7.0 Additional BFM Literature</li> <li>• Updated appendices</li> <li>• Asset Register process updated</li> </ul>
Rev 1.2	Nov 2017	<ul style="list-style-type: none"> <li>• Revised Asset Register process</li> </ul>
Rev 2	Jan 2020	<ul style="list-style-type: none"> <li>• Updated all references of CAD/CAD strategy to BIM or EIR where applicable.</li> <li>• added minor works records requirement</li> <li>• updated Asset Register process</li> <li>• updated job titles and Division titles where applicable</li> <li>• general minor updates of text across the document</li> <li>• updated Appendix i: Record Document Flow chart</li> <li>• removed Appendix iv: Asset Register flow chart</li> </ul>

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## 1. Introduction

A record document is evidence of a transaction carried out as part of business activities. In the context of a construction project, record documents are required as evidence of works carried out and delivered as a result of the completed project.

Construction project record documents include but are not limited to:

- As built / As Installed drawings and models
- Building Fabric Manual
- Health and Safety File
- Mechanical Services Manual
- Electrical Services Manual
- BEMS Manual
- Fire Safety Information
- Asset Register
- *Project Filing*<sup>1</sup>

This document is to provide guidance to anyone working on a construction project on the Record Documents (O&Ms) procedure. For a specific breakdown of the required format and content of the O&Ms, refer to the separate documents:

- RM07 Production Guidelines for the Building Fabric Manual (incorporating Health & Safety File)
- RM08 Production Guidelines for the Operating and Maintenance Manuals

Refer to [Appendix \(i\)](#) of this document for a flow chart of the Record Document process.

## 2. Record Documents as a deliverable.

Issue of Record Documents, **produced to Imperial College standards**, is a required deliverable of a construction project. Completion should not be granted until the documents have been approved by the College and issued formally by the Principal Contractor.

*In the event of post-completion works, an agreement will need to be made between the Project Manager, Principal Contractor and Records & Archives Officer (Projects) on delivery of outstanding works' documentation, so as not to adversely affect completion of the O&Ms – this could be an update to the manual issued at completion or issue of an addendum document – and must be confirmed at the Handover meeting.*

### 2.1 Minor Works

For very minor refurbishment works with a limited budget, for example redecoration of a single room, flooring replacement in a small area etc; a record of what was installed and how it should be maintained should still be delivered. For such works, a full building fabric manual may be impractical and instead a [Minor Works Installation Record](#) should be completed by the Contractor or Project Manager. If the scope of works is too complex to be itemised in this single page document, then a manual should be produced, the extent of which should be agreed with the Estates Records & Archives Officer when preparing the contractor tenders.

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<sup>1</sup> Delivery of Project Filing is not covered in this document. Refer instead to the Estates Records Management Policy

### 3. Responsibilities

The **Contractor**<sup>2</sup> is responsible for:

- Ensuring that all record documents produced are an accurate record of the completed works.
- Providing all relevant literature and drawings, as produced by themselves, their sub-contractors, consultants and relevant College departments to the Technical Author for record document production.
- Production of a Record Documents Tracking tool and program; and reporting updates at project team meetings.
- Completion of Asset Register, including documenting removed assets, obtaining asset codes from Estates Facilities and labelling of plant.
- Issuing completed Asset Register to the Technical Author for inclusion with the O&Ms.
- Coordinating delivery of all completed O&Ms and as-built drawings to the Records & Archives Officer (Projects) for onward distribution.

The **Technical Author** is appointed by the Contractor to:

- Collate literature, text and drawings issued by the Contractor for the production of record documents to Imperial College guidelines.
- Receive H&S literature from Principal Designer and Asset Register from the Principal Contractor for incorporation into manuals.
- Attend O&M strategy meetings if requested by the Contractor (recipient of minutes if not in attendance).
- *Following any project-specific requirements documented in the O&M strategy meeting minutes*
- Escalate of non-delivery of information/reviews to the Project Manager.
- Produce and update a tracker of review comments, to report back to Contractor and ensure all comments are addressed.
- Ensure O&Ms have been reviewed by all parties before release of final documents.
- Arrange for delivery of all record documents to the Records & Archives Officer (Projects) following sign off by Project Manager.

The **Project Manager**:

- Organises the Record Document Strategy Meeting.
- Ensures that the agreed process is adhered to for the duration of the project.
- Carries out early stage review of initial draft document
- Carries out final review of contents to ensure the documents are an accurate record of works carried out and circulates to relevant College staff for approval.
- Authorises delivery of record documents to the Records & Archives Officer (Projects).
- Ensuring all record documents have been issued to the College's requirements before giving Completion.

The **Principal Designer** is responsible for:

- Liaising with the Contractor and Technical Author to ensure the Building Fabric manual includes the Health & Safety file, produced as per CDM15 regulations.<sup>3</sup>

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<sup>2</sup> The Contractor would in most cases be the Main Contractor but according to the nature of the work may be instead an M&E Contractor.

<sup>3</sup> If the Principal Designer is novated to the Contractor's team and no Building Fabric manual required, the Health & Safety File shall be incorporated within the O&Ms

- Ensuring the inclusion of Fire Strategy statement and drawing(s).
- Completion of the Health & Safety and Design pro-formas for inclusion in the Operating & Maintenance Manuals.

The **Estates Records & Archives Officer** is responsible for:

- Providing guidance on the production of O&Ms.
- Chairing the Record Document Strategy Meeting.
- Assigning Document Reference numbers.
- Carrying out a final Composition Review of the O&Ms.
- Taking delivery of all completed record documentation for onward issue.
- Distribution of Issue Memo to confirm receipt of record documents.

The **BIM Manager** is responsible for:

- Checking drawings and data to ensure compliance with the project specific / College EIR.<sup>4</sup>
- Provide guidance on meeting the EIR requirements.

The **nominated reviewers**<sup>5</sup> are responsible for:

- Reviewing the draft documents.
- Reporting back to Technical Author with comments within the agreed timescale.<sup>6</sup>

## 4. Process

To ensure a timely and accurate handover of record documents, the production of record documents should follow this process:

### 4.01 Document Reference number

The project is registered by the Estates Records & Archives Officer upon receipt of the F10, generating a Document Reference number. If notification to the HSE is not required, the CDM Notification document will be the trigger for this process in place of the F10.

The Document Reference number is building and phase specific and is to be displayed on all volumes of the relevant O&Ms with the project number.

If a project is completed in several phases and/or in multiple buildings, separate Document Reference numbers will be assigned for each area of the works, requiring separate sets of record documents. This will be agreed in the Record Document Strategy Meeting.

### 4.02 Technical Author Appointment

For the majority of projects, the Contractor is to appoint a Technical Author from the Imperial College approved list of suppliers, obtained from the Imperial College Category Manager (Construction) or from <http://www.imperial.ac.uk/estates-projects/approved-suppliers/>.

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<sup>4</sup> Employers Information Requirements

<sup>5</sup> Nominated Reviewers of the O&Ms are agreed at the Record Document Strategy Meeting and named on the sign-off form.

<sup>6</sup> Review procedure as agreed in the Record Document Strategy Meeting

Technical Authors will provide a standard level of service which ensures a focused and proactive approach to the production of the manuals.

The Project Manager and Records & Archives Officer (Projects) must be notified of the selection.

For minor projects, if it is agreed that the scope of works does not warrant the appointment of a Technical Author, the Contractor must instead produce the record documents in accordance with the Building Fabric and O&M production guidelines (*RM07* and *RM08*).

This should be agreed when tender documentation is being prepared to ensure that the Contractor quotes for the appropriate scope of works; any change to this agreement at a later stage should be addressed to the Project Manager and Records & Archives Officer.

The Technical Author should also report on a regular basis directly to the Project Manager and Principal Designer, advising them of any potential problems or shortcomings associated with meeting the programme key dates.

#### **4.03 Record Document Strategy Meeting**

The Project Manager is to set up a Record Document Strategy Meeting after the Contractor has been appointed. The following attendees should be invited:

- Project Manager
- Contractor (Site Supervisor and nominated Information Manager/Document Controller)
- Imperial College Records & Archives Officer (Projects)
- Imperial College BIM Manager (must receive minutes if unable to attend)
- Imperial College Maintenance Manager for the project area
- Imperial College Building Manager for the project area
- Principal Designer
- Lead Designers from relevant disciplines (must receive minutes if unable to attend)
- Imperial College Fire Officer/Security Officer/Controls Engineer, where applicable to the nature of the project.
- Technical Author, where requested by the Contractor (must receive minutes if unable to attend)
- other College representatives or project team member as appropriate to the works

#### **4.04 Record Document Strategy Meeting Agenda**

The Estates Records & Archives Officer will chair the meeting and the following items are to be addressed. Refer to [Appendix \(ii\)](#) for Agenda template.

- Introductions
- Physical format of manuals, to include agreements on: phased projects, multiple locations, scope of M&E works, specialist manuals.
- Quantity of copies (hard/electronic)
- Summary of contents. This will go on to form the Record Documents Tracking tool to be produced and updated by the Contractor and includes schedule of Manufacturers Literature
- Room numbering, required drawings and EIR compliance
- Asset Register
- Fire Safety strategy
- Structural information
- Other items for inclusion.

- Sign off/Review: agree nominated technical reviewers (design team and end users), agreed deadlines, review method. Note that the Building Manager and Maintenance Manager must be provided with an opportunity to review the manuals and submit comments before the finalised version is issued
- Any other queries

#### **4.05 Strategy Meeting Follow-up**

The Estates Records & Archives Officer will distribute the meeting minutes to the attendance list, accompanied by a cover email confirming the project number, document reference number, and agreed project title.

The items agreed at the meeting form the scope of works for the Technical Author. For complex projects, a follow up meeting may be required with the Technical Author present.

#### **4.06 Content, Reporting and Tracking**

The Principal Contractor or Technical Author must produce a tracking tool to report on the progress of the record documents. This will also include checking for compliance to the EIR (refer to [section 8.0](#) for further details).

The tracker will include all items agreed in the strategy meeting, including a schedule of Manufacturers literature and sub-contractors' drawings, progress of drawings' production and draft O&M's sign-off procedure. An example of a typical tracker can be viewed in [Appendix \(iii\)](#).

Refer to the separate technical guideline documents *RM07 Production Guidelines for Building Fabric Manuals* and *RM08 Production Guidelines for Operating and Maintenance Manuals* for a full outline of the required contents.

Reporting and tracking of record documents' progress should be included on the agenda of project handover meetings.

#### **4.07 Draft Manuals Review Process**

Draft copies of the manuals are to be issued in accordance with the Project Handover Plan and allow sufficient time for approval prior to final issue. Unless otherwise specified, the drafts will be distributed in electronic format.

The initial document for early stage review will contain only certain project information compiled at this stage, which should include:

- Scope and location of works
- Project Directory
- Schedules of literature and certificates
- Schedules of drawings (drawing registers)

Items such as literature, drawings or certificates themselves may not yet be available or to be issued for comment under separate cover.

The purpose of the draft at this stage is to ensure that the manual is being set out correctly, that key project information is correct and evidences that information for the other sections is in the



process of compilation. This draft should be reviewed by the Project Manager, Contractor and Supervisors to ensure the documentation accurately reflects the works carried out.

The first complete draft will be issued by the Technical Author to the reviewers agreed at the Record Document Strategy Meeting, at an appropriate date to enable reviews to be conducted prior to completion. This draft should include finalised literature and drawings, with notification of any commissioning certificates for insertion at completion. This review must also ensure any changes made to the scope of works since the first draft have been updated and incorporated.

Any comments on missing, incomplete or inaccurate information should be addressed to the Technical Author to report back to the Contractor. The Technical Author is to compile a tracker of comments, which will be updated when comments are addressed. A copy of the tracker, when completed, should be issued with the completed manuals as a record that the content has been reviewed to the satisfaction of all parties concerned.

After the final corrections and all parties are satisfied with the content, the Project Manager should carry out a final review, following which a fully hyperlinked final draft is sent to the Estates Records & Archives Officer to carry out the Composition Review. Refer to Section 4.09 for a summary of elements comprising the Composition Review.

Refer also to [Section 8.0](#) of this document for drawings' review procedure and [Section 3.0](#) for an outline of individual responsibilities.

#### **4.08 Instructions for Commenting**

The following guidelines should be observed when making comments on the information provided at draft stage:

- It is essential that the text in the draft copy is correct. Additional comments made at final issue due to lack of appraisal of the draft may result in additional costs being charged by the affected party and/or delayed final issue of the documents.
- Comments should be issued in the form of a snagging list, detailing the Section, page or item number as appropriate, clearly indicating what is required.
- Comments at technical review stage should be concerned with technical accuracy of the content. If there are any queries regarding the format or layout of the drafts, then the matter must be reported to the Project Manager and Estates Records & Archives Officer at the earliest opportunity.
- Suggestions regarding changes to the standard specification for record documents must be approved in a meeting with the Estates Records & Archives Officer, Estates Operations' Head of Health & Safety, Maintenance Manager and the Project Manager before they can be incorporated. **If format, layout or standard content changes have not been agreed, they will be rejected at the final Composition Review.**

To avoid delay in completion, consultants need to promptly respond with their comments/completed forms. The Technical Author is to escalate any delay in the production process to the Project Manager, which will then be addressed at the project team meeting.

## 4.09 Composition Review

The composition review is carried out on the final draft hyperlinked pdf version of the manual by the Estates Records & Archives Officer after the technical content has been signed-off.

This review only checks the following:

- Project Number
- Project Name
- Document Reference Number
- Hyperlinks
- Adherence to Guidelines
- Structure and clarity of document.
- Any specific items or exceptions agreed at the Strategy Meeting have been addressed.
- Whether the drawings have been checked/approved for EIR compliance.

Although this review does not cover the technical content, which should have been verified and approved by this stage, any items addressed in the Strategy Meeting which have not been incorporated will be referred back to the Project Manager for clarification.

This completes the review process and must take place before the manuals are produced in their final version on the CD and hard copy.

*The Estates Records & Archives Officer does not need to review the manuals at any earlier draft stage unless there is a query on the format and layout of the files.*

## 5. Asset Register

A register of newly installed maintainable Mechanical and Electrical Assets within the project area is to be included within the record document issue.

Refer to this page for further details on the Asset Tagging process:

<http://www.imperial.ac.uk/estates-facilities/buildings/procedures/assets/>

This process applies to any project where mechanical or electrical assets are removed, updated or installed. For minor works projects, where the M&E information is incorporated with the Building Fabric manual, the asset register should form a part of this file and the above process is to be followed.

## 6. Fire Safety information

**All fire safety information is required to comply with Building Regulation 38 and as outlined in Appendix G of Approved Document B.** The Contractor is responsible for providing this information as part of the project completion record documents.

The overall format and scope of fire safety record information should be confirmed at the Record Document strategy meeting. For complete new build projects a full fire safety manual conforming to the above building regulation should be produced and issued to the Fire Officer (via the Records & Archives Officer Projects as part of the record document process)

For refurbishment projects, fire alarm information would generally be included in the Electrical O&Ms (note that a new fire alarm panel install requires its own manual) and fire safety information would be included in the building fabric manual. The exact scope of this information would be appropriate to the nature of works, in accordance with legislative requirements and could include, for example:

- Fire strategy drawing and statement\*
- Compartmentalisation drawings

Section 4 of the Building Fabric manual should detail where the appropriate information is located. Upon receipt of confirmation of the O&Ms being issued, the Fire Officer can refer to this section to locate the required information to update their building records.

\*where no current Fire Strategy drawing exists, the Contractor should produce a new drawing outlining the fire strategy of the works area. This should be delivered as an as-built drawing in line with the College CAD strategy

## 7. Additional Building Fabric Manual Literature

The following items may also be required for the building fabric manual, in accordance with the nature of the project:

- Planning Consents
- Asbestos Reports
- Waste Management final report
- F10 Notification to the HSE
- Consent to Commence Work
- Imperial College specialist works (if installed/carried out during the contract period)
- Building Control Certificate

These should be agreed at the Record Document Strategy meeting Refer to *Production Guidelines for the Building Fabric Manual (incorporating Health & Safety File) RM07 rev 10* for full details of expected literature for the manual.

The Principal Contractor is responsible for obtaining and transferring these documents to the Technical Author for inclusion within the O&Ms.

## 8. Drawings

All drawings, models and digital information are to be issued as final As-built / As-installed status and produced to the College's Employers Information Requirements (EIR). Refer to the project specific EIR for information and deliverables.

The information approval process is as follows:

- Room numbering is to be allocated at Stage 3 (Design) by the College Building Information Manager and is to be correctly recorded on all drawings and digital information from this stage.
- The Design Team send sample drawings to [cadcompliance@imperial.ac.uk](mailto:cadcompliance@imperial.ac.uk), at Stage 3, for the BIM Manager to check on project EIR compliance. The email MUST include the project number in the heading.

- Towards the end of Stage 5 (Construction), the Contractor sends sample final **As-built / As-installed** drawings to [cadcompliance@imperial.ac.uk](mailto:cadcompliance@imperial.ac.uk) (the email MUST include the project number in the heading), for College approval before record documents can be issued.
- Drawings and digital information to be issued in native (.dwg or.rvt) format, pdf and hard copy, in the quantity specified in the guidelines and EIR; or as otherwise agreed and minuted in the Strategy Meeting.
- Hard copy drawings are to be printed to the size specified on the scale, folded down to A4 for insertion into the manuals.

**All models and drawings must adhere to the project specific EIR where they inform on the fabric, infrastructure and services of the building (for example, architectural, structural, mechanical, electrical, public health) and may be needed for alterations or renovations in the future.**

Some manufacturers' component drawings, supplied in *Section 9 Manufacturer's literature* of the Building Fabric Manual, are issued for information purposes only and may not require full compliance. This is to be agreed at the Record Document Strategy Meeting. The Estates Records & Archives Officer must be included in this decision, to confirm what information is needed for the Estates Archive.

## 9. Delivery

The Project Manager is to ensure that all record documents are delivered to the Estates Records & Archives Officer for onward delivery to the agreed recipients.

The documents should be accompanied by the completed sign-off form or the completed Comments Tracker stating that the files have been completed according to Imperial College requirements and are an accurate record of works completed.

The Estates Records & Archives Officer will check the received records comply with that agreed at the Composition Review and send an Issue Memo to confirm delivery. The distribution list consists of the Building Manager, Maintenance Manager, Project Manager, Contractor and Construction Safety Manager and other interested parties within Imperial College.

Following receipt of Issue Memos for all agreed O&Ms, the Project Manager can issue the Completion certificate.

In the event of absence of the Estates Records & Archives Officer, a copy of the completed sign-off sheet and a cover letter from the Contractor with signed confirmation of delivery of the complete set of documents will also enable Completion.

**The College will not take delivery of partially completed/not signed off record documents.<sup>7</sup>**

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<sup>7</sup> A procedure for post-completion works needs to be agreed at a meeting in advance of completion, so as not to delay the issue of record documents.

## 10. Contacts

For further information please contact the following:

**Record Documents:** Estates Records & Archives Officer  
Alyson Brewer [a.brewer@imperial.ac.uk](mailto:a.brewer@imperial.ac.uk) +44(0)20 7594 6483

**Drawings, models and digital information:** Building Information Manager.  
Julie Neville [j.neville@imperial.ac.uk](mailto:j.neville@imperial.ac.uk) +44(0)20 7594 8896  
Sample drawings for EIR compliance check to: [cadcompliance@imperial.ac.uk](mailto:cadcompliance@imperial.ac.uk)

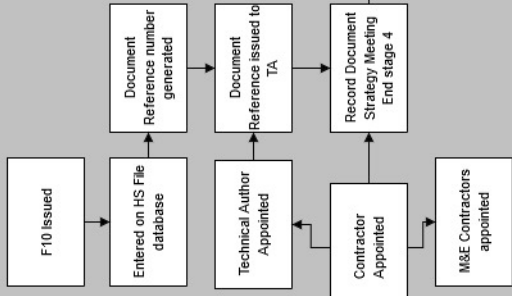
**Health & Safety Information:** Estates Operations' Head of Health & Safety.  
Denis Murphy [d.murphy@imperial.ac.uk](mailto:d.murphy@imperial.ac.uk) +44(0)20 7594 9626

**Asset Registers:** Estates Operations' Customer Service Centre.  
[eo.csc@imperial.ac.uk](mailto:eo.csc@imperial.ac.uk) +44 (0)20 7594 8000

**Appendix i: Record Document Process flow chart.**

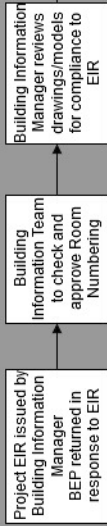
refer to the following page

**Manuals**



**Drawings**

Pre-tender Record Document Strategy meeting (where required for complex or phased projects)



**Asset Register**

PW to request list of current assets from EO Customer Service Centre

Services Engineer or Contractor to update Asset Schedule with removed assets.

Contractor to update Asset Schedule with installed assets

Project Manager to issue schedule to EO Customer service Centre to obtain asset tags

Contractor to tag assets and complete Asset List

Issued to Technical Author for inclusion with O&Ms\*

Stage 2 Concept – Stage 3 Developed Design

Stage 4 Technical Design

Stage 5 Construction

Stage 6 Handover

**Record Documents Process Flow Chart**



Final Composition review

Review and Sign-off

Pre handover O&M update meeting

O&M progress on agenda of project meetings

TA populates O&M with information issued by Contractor

Tracker produced by Contractor

Building Information Manager to review as-built drawings/models for compliance to EIR

Approved Drawings form part of O&M technical review

Record documents issued to Records & Archives Officer

\*where agreed by Project Manager, the asset register may be issued separately to avoid delay in issue of Contractor's record documentation

## **Appendix ii: sample Record Document Strategy Meeting agenda**

Refer to following pages.



<b>Record Document Strategy Meeting</b>
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Project Number: \_\_\_\_\_ Project Title: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Location: \_\_\_\_\_

Design Stage: \_\_\_\_\_

**Meeting Venue:** Meeting Room 1  
**Date:** 13/08/2019  
**Time:** 11:00

**Attendees** (edit/add attendees as necessary)

	Name:
Project Manager	_____
Principal Designer	_____
Principal Contractor	_____
Building Manager	_____
Maintenance Manager	_____
Records & Archives Officer, Estates Operations	_____
BIM Manager, Estates Operations	_____
M&E Contractor(s)	_____
Technical Author	_____
Lead designers from relevant disciplines	_____
<i>additional attendees invited in accordance to project:</i>	_____
	_____
	_____
	_____
	_____
	_____

**Agenda**

Introductions:

Checklist:

	Item	Response
1	Which version of O&M Guidelines	
comment	Guidelines available to download from this page: <a href="http://www.imperial.ac.uk/estates-projects/project-procedures/processes/project-management/record-document-strategy/">http://www.imperial.ac.uk/estates-projects/project-procedures/processes/project-management/record-document-strategy/</a>	
2	Technical Author appointment	

comment		
3	Phased project?	
comment		
4	Multiple buildings or locations?	
comment		
5	Scope of M&E Works (minor/major)	
comment		
6	Quantity and format of copies	
comment		
7	CAD/BIM strategy and Room numbering	
comment		
8	Structural information requirements - reports - drawings	
comment		
9	Manufacturer's literature – standard contents	
Comment		
10	Imperial College Procured/installed items	
comment		
11	Specialist items within Contractor's contract	Integral to manual or separate manuals? Within which manual?
comment		
12	Fire Safety Strategy Fire strategy drawing/fire escape plan Fire Alarm manual – standalone or within Electrical O&M?	
comment		
13	Asset Register	
comment		

14	Other items: <ol style="list-style-type: none"> <li>1. Final SWMP report</li> <li>2. Planning</li> <li>3. Warranties</li> <li>4. Building control</li> <li>5. Other</li> <li>6. Building log book</li> <li>7. Separate H&amp;S file</li> </ol>	1.
comment		
15	Sign off and review: <ul style="list-style-type: none"> <li>• Completion date</li> <li>• O&amp;M deadline</li> <li>• Review method</li> <li>• Reviewers</li> </ul>	
comment		
16	Any other items	
comment		

## **Appendix iii: typical example of Tracker**

Refer to following page

# O&M Tracker

Project Name:		Project No:		Project Completion Date		Report Date:								
xxx		ICZZ1701		Fri 29/05/15		Wed 12/08/15								
Work section	Contractor	Draft issued to Contractor (Enter dates)	Contractor Review and issue to consults / ICL / TA	Consults / ICL Review and Return to Contractor	Contractor returns Technical Author for amendments	Principal Designer Review and Return to Contractor	Technical Author amends and issues to PM	PM Final review and comment	FLOAT (working days)	Contractor assembles final DRAFT	Contractor issues final draft pdf to Imperial College Archiver Officer (Projects) - (projects)	Imperial College Archiver Officer (Projects) - composition review.	Final Changes by Contractor	Contractor issues FINAL to ICL Archive
Activity days		3	3	5	2	5	2	2		3	2	2	2	2
Mechanical Manual	contractor name		Current Production Stage:- Awaiting info for draft Draft in Production Draft Issued, Awaiting Comments Comments Received, Awaiting Answers Finals in Production Manuals Issued  Action/Info Needed from (this will change as job progresses):- Yes Services Contractor No Main Contractor No CDMC No Client											29/05/2015
Electrical Manual	contractor name		Current Production Stage:- Awaiting info for draft Draft in Production Draft Issued, Awaiting Comments Comments Received, Awaiting Answers Finals in Production Manuals Issued  Action/Info Needed from (this will change as job progresses):- Yes Services Contractor No Main Contractor No CDMC No Client											Fri 29/05/15
BMS	contractor name	Mon 13/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 25/05/15	Wed 27/05/15	Fri 29/05/15
<b>Building Fabric Manual (examples provided for the purpose of this sample document)</b>														
Facade and Glazing, fire exit door	contractor name	Fri 24/04/15	Wed 29/04/15	Wed 06/05/15	Fri 08/05/15	Fri 15/05/15	Tue 19/05/15	Thu 21/05/15	4.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Glazed doors and screens, fire rated, partitions	contractor name	Fri 10/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Fri 08/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Folding doors	contractor name	Fri 10/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Folding door steelwork	contractor name	Wed 15/04/15	Mon 20/04/15	Mon 27/04/15	Wed 29/04/15	Wed 06/05/15	Fri 08/05/15	Tue 12/05/15	5.00	Mon 18/05/15	Tue 12/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Decorations	contractor name	Fri 10/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Floor finishes	contractor name	Fri 17/04/15	Wed 22/04/15	Wed 29/04/15	Fri 01/05/15	Fri 08/05/15	Tue 12/05/15	Thu 14/05/15	3.00	Mon 18/05/15	Thu 14/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Ceilings	contractor name	Wed 15/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Ironmongery	contractor name	Wed 15/04/15	Mon 20/04/15	Mon 27/04/15	Wed 29/04/15	Wed 06/05/15	Fri 08/05/15	Tue 12/05/15	5.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Wall panelling from WC Fields	contractor name	Mon 06/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Stud Walls, Plasterboard and miscellaneous builders items	contractor name	Fri 17/04/15	Wed 22/04/15	Wed 29/04/15	Fri 01/05/15	Fri 08/05/15	Tue 12/05/15	Thu 14/05/15	3.00	Mon 18/05/15	Thu 14/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Tea point and sinks (including cleaners)	contractor name	Fri 17/04/15	Wed 22/04/15	Wed 29/04/15	Fri 01/05/15	Fri 08/05/15	Tue 12/05/15	Thu 14/05/15	3.00	Mon 18/05/15	Thu 14/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Granite Slabs	contractor name	Fri 17/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Fri 08/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Glass wipe board	contractor name	Wed 15/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
Fire stopping and intumescent coatings	contractor name	Wed 15/04/15	Thu 16/04/15	Thu 23/04/15	Mon 27/04/15	Mon 04/05/15	Wed 06/05/15	Fri 08/05/15	7.00	Mon 18/05/15	Thu 21/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15
GDO AHU external Steelwork	contractor name	Fri 17/04/15	Wed 22/04/15	Wed 29/04/15	Fri 01/05/15	Fri 08/05/15	Tue 12/05/15	Thu 14/05/15	3.00	Mon 18/05/15	Thu 14/05/15	Mon 18/05/15	Mon 18/05/15	Mon 18/05/15

## **Appendix iv: sample Issue Memo**

refer to following page

## MEMO

To:- [REDACTED] – Building Manager

From:- Estates Records & Archives Officer

CC:- [REDACTED] – Project Manager  
[REDACTED] – Maintenance Manager  
[REDACTED] – Principal Designer  
[REDACTED] – Main Contractor  
+ issue memo distribution list

Date: *insert date of issue*

Project No:- *insert project number*

*Insert project name and building, insert document reference number*

Re – Building Fabric Manual, Mechanical & Electrical Manuals. Final Issue

Dear *insert name of recipient*

The following documents, associated with the above project, have been issued to you on *insert date of issue*

To the Building Manager:

1. Building Fabric Manual - CD copy
2. Architectural Drawings – hard copy (electronic copy on CD)

To the Maintenance Manager:

3. Mechanical Services Manual - CD copy
4. Mechanical Services Drawings – hard copy (electronic copy on CD)
5. Electrical Services Manual – CD copy
6. Electrical Services Drawings – hard copy (electronic copy on CD)
7. Fire Alarm manual – CD copy
8. Fire Alarm drawings – hard copy (and electronic copy on CD)

To the Fire Office:

9. Fire Alarm manual and drawings – CD copy

The Estates Archive has been issued with a hard and electronic copy of all files  
The electronic version is also available to view to Imperial College staff on Box/O&M Viewer.  
Please contact me if you require access to this.

Best Regards,  
Alyson Brewer  
Estates Archives Officer