

1. PROJECT INFORMATION

- 1.1 Description of Works
- 1.2 Project Directory
- 1.3 Schedule of Finishes
- 1.4 Maintenance Schedule & Contracts
 - 1.4.1 Maintenance Schedule
 - 1.4.2 Maintenance Contracts
- 1.5 Cleaning Instructions
- 1.6 Spare Parts & Accessories
- 1.7 Tests & Commissioning Certificates
- 1.8 Warranties & Guarantees
- 1.9 Statutory Approval
 - **1.9.1** Planning
 - **1.9.2** Building Control
- 1.10 Consultants
 - 1.10.1 Interior Designer
 - 1.10.2 M&E Consultant
- 1.11 Record Drawings
 - 1.11.1 Architectural
 - 1.11.2 Structural
 - 1.11.3 Mechanical
 - 1.11.4 Electrical
 - **1.11.5** Fire & Security
 - **1.11.6** Joinery
- 1.12 Basement Construction



1.13 Utilities

- 1.13.1 Gas
- **1.13.2** Water
- 1.13.3 Electricity
- 1.13.4 Phone & Internet Line

1.14 Health & Safety

- 1.14.1 Asbestos Survey
- 1.14.2 Fire Strategy
- 1.14.3 Significant Residual Hazard

2. O&M MANUALS

2.1 Mechanical

- 2.1.1 Hot Water Cylinder
- 2.1.2 Booster Set
- 2.1.3 Water Softener
- **2.1.4** Heating
- 2.1.5 Wet UFH
- 2.1.6 Pressurisation Unit
- 2.1.7 Chemical Dosing System
- **2.1.8** Air Conditioning
- 2.1.9 Acoustic Enclosure
- 2.1.10 Heat Recovery
- **2.1.11** Extraction
- **2.1.12** BMS Panel
- **2.1.13** Sump Pumps
- **2.1.14** Drainage

2.2 Gas Boiler

- 2.2.1 Gas Boiler
- 2.2.2 Solenoid Valves

2.3 Fireplaces

- 2.3.1 Gas Fireplaces
- 2.3.3 Chimneys



2.4 Electrical

- **2.4.1** Distribution Boards
- 2.4.2 Sockets & Switches
- 2.4.3 Creston System
- **2.4.4** Lighting
- 2.4.5 Emergency Lighting
- 2.4.6 Electric Car Charging Point
- 2.4.7 Demista Pads

2.5 Fire & Security

- 2.5.1 Smoke & Heat Detectors
- 2.5.2 Fire Curtain
- 2.5.3 Sprinkler System
- **2.5.4** Intruder Alarm
- **2.5.5 CCTV**
- 2.5.6 Door & Video Entry
- 2.6 TV-AV, Data
- 2.7 Passenger Lift

2.8 Door & Window Openings

- **2.8.1** French Doors
- 2.8.2 Front Door
- 2.8.3 Internal Doors
- 2.8.4 Walk On Glass
- 2.8.5 Rooflights & Skylights
- 2.8.6 Roof Lantern
- **2.8.7** Awning
- 2.9 Joinery
- 2.10 Kitchen



2.11 Finishes

- 2.11.1 Sanitary Ware
- 2.11.2 Shower Screens
- 2.11.3 Ironmongery
- 2.11.4 Painting & Decorating
- **2.11.5** Wallpaper
- **2.11.6** Fabric
- 2.11.7 Polished Plaster
- 2.11.8 Wooden Flooring
- **2.11.9** Marble & Stone
- **2.11.10 Carpets**
- 2.11.11 Covings & Cornices
- 2.11.12 Skirting & Architraves

2.12 Metal Works

- **2.12.1** Vehicle Gate
- **2.12.2** Railing
- 2.12.3 Balustrades

2.13 Main Staircase

2.14 Landscaping

- **2.14.1** External Stonework
- **2.14.2** Living Wall
- **2.14.3** Green Roof

2.15 Building Material

- 2.15.1 Waterproofing
- 2.15.2 Partitioning
- **2.15.3** Brickwork
- **2.15.4** Roofing