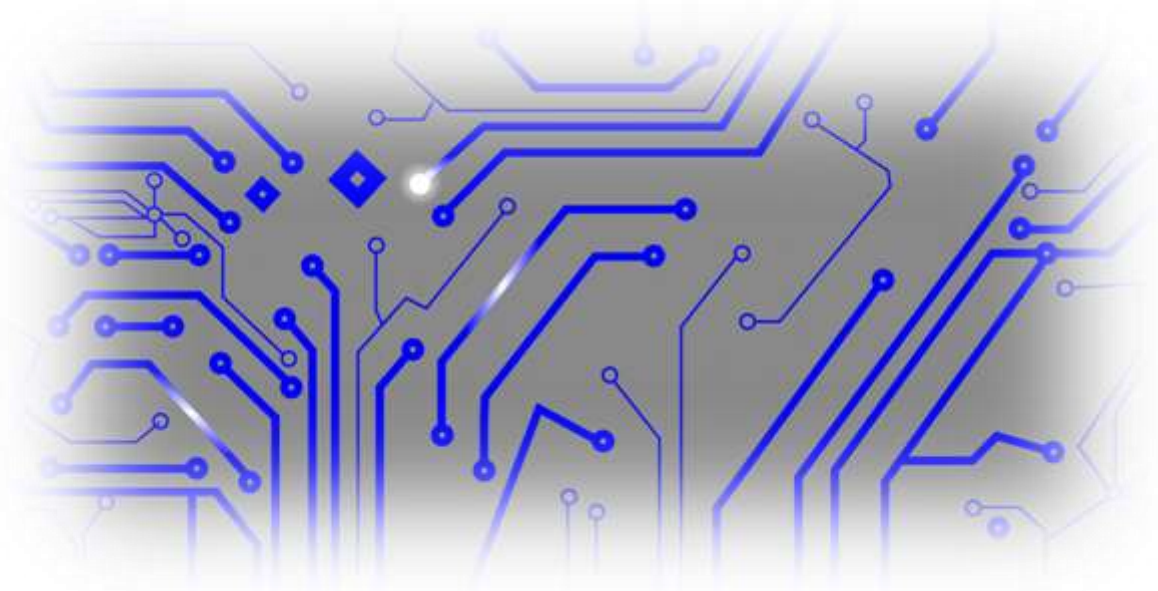


Client Logo



OPERATION AND MAINTENANCE (O&M) MANUAL

This manual has been prepared to provide relevant information and guidance and makes recommendations for the safe and effective operation and maintenance of the systems and services installed for the project. This manual also complies with and satisfies the Health and Safety File requirements of Construction Design and Management (CDM) Regulations 2007.

PROJECT NAME:

PROJECT NO:

SITE ADDRESS:

VERSION:

ISSUE DATE



OPERATION AND MAINTENANCE (O&M) MANUAL

PROJECT NAME HERE



Manual Revision Sheet					
Issue No	Date	Details	Changes	Author	Approved
Draft					

DRAFT



Contents

No:	Description	Page No
1.	Company Name	4
2.	Description of Installed Systems and Services	5
3.	Residual Health and Safety Risks	6
4.	Introduction to the Manual	7
5.	Project Contacts	8
6.	Emergency Contacts	9
7.	Abbreviations and Acronyms	10-11
8.	Health and Safety Information	12
9.	Installed Systems and Services Operations	13
10.	Installed Systems and Services Maintenance	14
11.	Installed Systems and Services Details	15-27
11.1.	Intruder Alarm	15
11.2.	Cables, Joints, Lugs	16
11.3.	Containment and Fixings	17
11.4.	Distributions Boards	18-19
11.5.	Fire Alarm	20
11.6.	Lights (incl. Emergency Lights)	21
11.7.	Main Panel Distribution Board No2	22-23
11.8.	Paxton	24
11.9.	Second Fix Equipment	25
11.10.	Siemens Busbar	26
11.11.	CCTV	27