

DIRECTORATE OF ESTATES & FACILITIES
PROCEDURE AND INFORMATION MANUAL
EPM HS14b– H&S & O&M File Handover Procedure

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1.0 Purpose of the Document

- 1.1 The aim is to provide a standard format for handover at the completion of a project, which ensures that required information is produced, in a readily accessible detailed form, in a consistent manner.
- 1.2 This procedure must be followed for all projects without exception.

2.0 Pre-Start Procedures

- 2.1 The Client Representative must ensure that the “Project Management – Pre-Start H&S & O&M – CONTENTS ” (Appendix A) is completed and signed off by all members of the Design Team (Client Representative, Principal Contractor, Designer and Principal Designer) before works start on site.
- 2.2 The H&S & O&M File Folder Structure and Section Checklists (Appendix B) must be distributed to the Project Team by the Client Representative in conjunction with the Principal Designer, as appropriate.

Note: This is to establish all the information that is required for the H&S & O&M File for the specific project and to make all parties aware of their responsibilities.

3.0 During Contract Period

- 3.1 It is the responsibility of the Client Representative in conjunction with the Principal Designer, as appropriate, to ensure that the H&S & O&M File is being considered and worked on throughout the project.

Note: This is a matter of good practice to ensure that sub-contractors are not asked for information for historic work (e.g. Ground Work Contractor on Large Project may have finished 12months prior to Handover).

4.0 Project Handover

- 4.1 **NO O&M & H&S File, NO PROJECT HANDOVER**
- 4.2 The Client Representative must ensure that H&S & O&M File has been complete as per the “Project Management – Pre Start H&S & O&M File Checklist” (Appendix A) and in line with Appendix B (Folder Structure and Checklist).
- 4.3 The Client Representative must ensure that the “Project Management –H&S & O&M File Sign Off Sheet” (Appendix C) is completed and signed off by ALL relevant members of the appointed Design Team.
- 4.4 The Client Representative must issue a digital copy of the H&S & O&M File to the PSU as per Appendix L - EPM HS14a.

Directorate of Estates and Facilities

Pre Start H&S & O&M File – CONTENTS

APPENDIX (A)

Building Name	
Building Code	
Project Name	
Project Number	

Mark with a cross ✗ if not included or mark with a tick ✓ if included.

Section 1 – General Project Information		
1.1	Site Location	✓
1.2	Brief Description of Work	✓
1.3	Project Team Directory	✓
Section 2 – Residual Hazards and Hazardous Materials		
2.1	Asbestos Reports	
2.2	Significant Residual Hazards	
2.3	Contaminated Land Report	
2.4	Ground Condition Survey Report	
2.5	Site Investigation Reports	
2.6	Buried Services	
2.7	Other site specific Residual Hazards	
2.8	Hazardous materials used (for example lead paint, pesticides, special coatings which should not be burnt off etc)	
Section 3 – Buildings Works and Future Maintenance Details		
3.1	Construction Methods and Materials Summary	
3.2	Key Structural Principals Structural Calculations Bracing, sources of substantial stored energy including pre or post tensioned materials.	
3.3	Safe working loads for floors/roofs particularly where these may preclude placing scaffolding or heavy machinery.	

3.4	Other project specific structural details.	
3.5	Guidance/instructions for future building maintenance (PPM) including access details for window cleaning.	
3.6	Health and Safety information about equipment provided for cleaning or maintaining the structure.	
3.7	Manufacturer's data/specification details for future maintenance.	
3.8	List specialist plant and equipment required for future building maintenance.	
3.9	DDA and access data.	
3.10	Information in respect of future demolition, removal and dismantling of the building (for example special arrangements for lifting, order or other special instructions for dismantling, etc).	
3.11	Certifications of compliance (including building regulations and planning consent)	
3.12	Warranties (Product, design, Installation, Insurance backed).	
Section 4 – Mechanical Installation and Future Maintenance Details		
4.1	Mechanical Installation Summary including location of services	
4.2	Detail nature, location, markings of services including gas, water and fire-fighting services	
4.3	Details of Fire and Safety equipment.	
4.4	Guidance/instructions for future maintenance (PPM).	
4.5	Manufacturers data/specification details for future maintenance	
4.6	Guidance/instructions for future maintenance of fire and emergency systems.	
4.7	Specialist plant and equipment required for maintaining the mechanical installation including information regarding the removal or dismantling of installed plant and equipment (for example special arrangements for lifting, order or other special instructions for dismantling etc).	
4.8	Certifications of compliance	
4.9	Warranties	
Section 5 – Electrical Installations and Future Maintenance Details		
5.1	Electrical installation summary	
5.2	Detail nature, location, markings of electrical services and underground cables.	

5.3	Guidance/instructions for future maintenance (PPM).	
5.4	Manufacturers data/specification details for future maintenance.	
5.5	Guidance/instructions for future maintenance of lighting/power/fire and safety alarm systems/emergency lighting installations	
5.6	Specialist plant and equipment required for maintaining the electrical installations including information regarding the removal or dismantling of installed plant and equipment.	
5.7	Certifications of compliance	
5.8	Warranties	
Section 6 - As-Built Information		
6.1	<p>AutoCAD Drawings</p> <p>Architectural - plans/elevations/sections</p> <p>External works and drainage</p> <p>Emergency access routes</p> <p>Structural details</p> <p>Mechanical installations</p> <p>Electrical installations</p> <p>Mains services positions</p> <p>Safe access to and from service voids</p> <p>Fire doors and compartmentalisation</p> <p>Location of service routes - underground cables/gas/electrical</p> <p>Specialist information relevant to the building</p> <p><u>NB All drawings to be marked "As-Built" or "As-Installed"</u></p>	
Section 7 - Building Log Book		
7.1	Copy of building log book as required by Part 2 of the Building Regulations - Conservation of Fuel and Power.	
Section 8 - Fire Safety Manual		
8.1	Copy of Fire Safety Manual as required by the Fire Safety Team.	

Section 9 – Building User Manual		
8.1	Building User Manual.	

This information has been complete to the best of our knowledge and is in accordance with the University of Manchester H&S Procedure EPM HS14b.

Principal Contractor: _____ Print Name

Signed: _____ Date: _____

Company: _____ Print

Designer: _____ Print Name

Signed: _____ Date: _____

Company: _____ Print

Principal Designer: _____ Print Name

Signed: _____ Date: _____

Company: _____ Print

Client Representative: _____ Print Name

Signed: _____ Date: _____

Health and Safety File Check list for

[Name of Project] [PN]

Appendix (B)

Section 1 – General Project Information

To be completed and returned with the Health and Safety File

Mark with a cross ☒ if not included or mark with a tick ☑ if included.

1.01	<p><u>Site Location</u></p> <p>A site location plan must be included in the Health & Safety file.</p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <div style="text-align: right;"> <p>☒ or ☑</p> <p><input type="checkbox"/></p> </div>
1.02	<p><u>Brief Description of Works</u></p> <p>A brief description of works must be included in the Health & Safety file.</p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <div style="text-align: right;"> <p>☒ or ☑</p> <p><input type="checkbox"/></p> </div>
1.03	<p><u>Project Team Directory</u></p> <p>A project team directory must be included in the Health & Safety file.</p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <div style="text-align: right;"> <p>☒ or ☑</p> <p><input type="checkbox"/></p> </div>

Health and Safety File Check list for

[Name of Project] [PN]

Section 2 - Residual Hazards & Hazardous Materials

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

2.01 Asbestos Reports

Has an R&D Asbestos Report been carried out?

If so a copy must be included in the Health & Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

x or ✓

☐

Has any Asbestos removal been carried out?

If any asbestos items have been abated (i.e removed, encapsulated, boxed in etc), please detail these in the form 'Abated Asbestos Items' found within Section 2.01.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

All drawing must be submitted in University of Manchester CAD Standard format. The

AutoCAD 2014 DWG (or other approved) and as a PDF copy

☐

2.02 Residual Hazards

Has a List of the Residual Hazards been created?

	<p>If so a copy must be included in the Health & Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
2.03	<p><u>Contaminated Land Report</u></p> <p>Has a Contaminated Land Report been written?</p> <p>If so a copy must be included in the Health & Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
2.04	<p><u>Ground Condition Survey Report</u></p> <p>Has a Ground Condition Survey been carried out?</p> <p>If so a copy must be included in the Health & Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
2.05	<p><u>Site Investigation Report</u></p> <p>Has a Site Investigation Report been written?</p> <p>If so a copy must be included in the Health & Safety file.</p>

	<p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
2.06	<p><u>Identify Buried Services</u></p> <p>Has an investigation into Identifying Buried Services been completed? eg “dial before you dig”</p> <p>If there are any Identified Buried Services, the plans must be included in the Health & Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
2.07	<p><u>Other Site Specific Residual Hazards</u></p> <p>Has a List of other site specific Residual Hazards been created?</p> <p>If so a copy must be included in the Health & Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>

2.08 Hazardous Materials Used

Were any Hazardous materials used?

If any hazardous materials have been used, a List of hazards materials must be included in the Health & Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

x or **✓**

☐

Health and Safety File Check list for [Name of Project] [PN]

Section 3 – Buildings Works and Future Maintenance Details	
To be completed and returned with the Health and Safety File.	
<i>Mark with a cross ☒ if not included or mark with a tick ☑ if included</i>	
3.01	<p><u>Construction Methods and Materials Summary</u></p> <p>Has a Construction Methods and Materials Summary been written?</p> <p>If so a copy must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <i>x or ✓</i> <input type="checkbox"/> </p>
3.02	<p><u>Key Structural Principles</u></p> <p>Has any structural calculations been carried out?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <i>x or ✓</i> <input type="checkbox"/> </p>
	<p>Has any Bracing, sources of substantial stored energy including pre or post tensioned materials works been carried out?</p> <p>If so copies of the details must be included in the Health and Safety</p>

	<p>file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
3.03	<p><u>Safe Working Loads for Floors/Roofs</u></p> <p>What are the safe working loads for floors/roofs particularly where these may preclude placing scaffolding or heavy machinery</p> <p>If so copies of this information must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
3.04	<p><u>Project Specific Structural Details</u></p> <p>Are there any project specific structural details?</p> <p>If so a copy must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>

<p>3.05</p>	<p><u>Guidance/Instructions for Future Building Maintenance (PPM)</u></p> <p>Are there any Guidance/instructions for future building maintenance, including access details for window cleaning etc...?</p> <p>If so copies of Guidance/instructions for future building maintenance must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input type="checkbox"/> </p>
<p>3.06</p>	<p><u>Site Specific Maintenance and Cleaning of the Structure</u></p> <p>Is there any site specific equipment provided for cleaning and maintaining the structure?</p> <p>Health and Safety information about equipment provided for cleaning or maintaining the structure must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input type="checkbox"/> </p>
<p>3.07</p>	<p><u>Manufacturer's Data/Specification Details for Future Maintenance</u></p>

	<p>Are there any Manufacturer's data/specification details for future maintenance?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
<p>3.08</p>	<p><u>Specialist Plant And Equipment Required for Future Building Maintenance</u></p> <p>Is there any specialist plant and equipment required for future building maintenance?</p> <p>A list specialist plant and equipment required for future building maintenance must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
<p>3.09</p>	<p><u>DDA and Access Data</u></p> <p>Is there any information on the DDA and Access within the project?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>

<p>3.10</p>	<p><u>Future Demolition, Removal And Dismantling</u></p> <p>Is there any Information in respect of future demolition, removal and dismantling of the building (for example special arrangements for lifting, order or other special instructions for dismantling, etc).</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> </p> <p style="text-align: right;"> <input type="checkbox"/> </p>
<p>3.11</p>	<p><u>Certifications of Compliance</u></p> <p>Is there any certificates of compliance within the project? (For Example; Fire Certification, Building Regulation and Planning Approval)</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> </p> <p style="text-align: right;"> <input type="checkbox"/> </p>

Health and Safety File Check list for

[Name of Project] [PN]

Section 4 – Mechanical Installation and Future Maintenance Details

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

4.01 Mechanical Installation Summary

Has a Mechanical Installation Summary including location of services been written?

If so a copy must be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

x_{or}✓

☐

4.02 Detail Nature, Location, Markings of Services

If there is a drawing detailing the nature, location, markings of services including gas, water and fire-fighting services?

If so copies must be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;

x_{or}✓

AutoCAD 2014 DWG (or other approved) and as a PDF copy

☐

<p>4.03</p>	<p><u>Details of Fire and Safety Equipment</u></p> <p>Have the details of the fire and safety equipment been recorded?</p> <p>If so copies of this information must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved) and as a PDF copy</i></p> <p style="text-align: right;"> <i>x_{or}✓</i> <input type="checkbox"/> </p>
<p>4.04</p>	<p><u>Guidance/Instructions for Future Maintenance</u></p> <p>Are there any Guidance/instructions for future maintenance details?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <i>x_{or}✓</i> <input type="checkbox"/> </p>
<p>4.05</p>	<p><u>Manufacturers Data/Specification Details for Future Maintenance</u></p> <p>Are there any Manufacturers data/specification details for future maintenance?</p> <p>If so copies must be included in the Health and Safety file.</p>

	<p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
4.06	<p><u>Guidance/Instructions for Future Maintenance of Fire and Emergency Systems</u></p> <p>Are there Guidance/instructions for future maintenance of fire and emergency systems?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>
4.07	<p><u>List Specialist Plant and Equipment</u></p> <p>Is there List specialist plant and equipment required for maintaining the mechanical installation including information regarding the removal or dismantling of installed plant and equipment (for example special arrangements for lifting, order or other special instructions for dismantling etc)?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> <input type="checkbox"/> </p>

4.08 Certifications of Compliance

Is there any certificates of compliance within the project? (For Example;? and ?)

If so copies must be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

x or **✓**

☐

Health and Safety File Check list for

[Name of Project] [PN]

Section 5 – Electrical Installations and Future Maintenance Details

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

5.01 Electrical Installation Summary

Has an Electrical Installation Summary including location of services been written?

If so copies must be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

x_{or}✓

☐

5.02 Detail Nature, Location, Markings of Electrical Services

If there is a drawing detailing the nature, location, marking of services including underground cable?

If so copies must be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a PDF copy of a word processed document.

All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as; AutoCAD 2014 DWG (or other

x_{or}✓

<p>5.03</p>	<p><u>Guidance/Instructions for Future Maintenance (PPM)</u></p> <p>Are there any Guidance/instructions for future maintenance details?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> x_{or}✓ <input type="checkbox"/> </p>
<p>5.04</p>	<p><u>Manufacturers Data/Specification Details for Future Maintenance</u></p> <p>Are there any Manufacturers data/specification details for future maintenance?</p> <p>If so copies of Manufacturers data/specification details for future maintenance must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;"> x_{or}✓ <input type="checkbox"/> </p>
<p>5.05</p>	<p><u>Guidance/Instructions for Future Maintenance of Lighting/Power/Fire and Emergency Systems</u></p> <p>Are there Guidance/instructions for future maintenance of lighting/power/fire and safety alarm systems/emergency lighting installations?</p>

	<p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
5.06	<p><u>List Specialist Plant and Equipment</u></p> <p>Is there List specialist plant and equipment required for maintaining the electrical installations including information regarding the removal or dismantling of installed plant and equipment?</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
5.07	<p><u>Certifications of Compliance</u></p> <p>Is there any certificates of compliance within the project? (For Example; ? and ?)</p> <p>If so copies must be included in the Health and Safety file.</p> <p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a PDF copy of a word processed document.</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>

Health and Safety File Check list for

[Name of Project] [PN]

Section 6 – As-Built Information

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

6.01 Architectural

Are there any architectural (plans/elevations/sections) “As Built” drawings?

All drawing must be marked “As Built” and copies must be included in the Health and Safety file.

Drawing Numbers

[Please state Drawing number/s here]

All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;

AutoCAD 2014 DWG (or other approved).

and as a PDF copy

x_{or}✓

☐

6.02 External Works and Drainage

Are there any external works and drainage “As Built” drawings?

All drawing must be marked “As Built” and copies must be included in the Health and Safety file.

Drawing Numbers

[Please state Drawing number/s here]

All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;

AutoCAD 2014 DWG (or other approved) and as a PDF copy

x_{or}✓

☐

6.03	<p><u>Emergency Access Routes</u></p> <p>Are there any emergency access routes “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <div style="text-align: right;"><input type="checkbox"/></div>
6.04	<p><u>Structural Details</u></p> <p>Are there any Structural Detail “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <div style="text-align: right;"><input type="checkbox"/></div>
6.05	<p><u>Mechanical Installation</u></p> <p>Are there any mechanical installation “As Built” drawings?</p>

	<p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;"> <i>x</i> or ✓ <input type="checkbox"/> </p>
6.06	<p><u>Electrical Installation</u></p> <p>Are there any electrical installation “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;"> <i>x</i> or ✓ <input type="checkbox"/> </p>
6.07	<p><u>Main Services Positions</u></p> <p>Are there any main services positions “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p>

	<p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
6.08	<p><u>Safe Access to and from Service Voids</u></p> <p>Are there any Safe access to and from service voids _“As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>
6.09	<p><u>Fire Doors and Compartmentalisation</u></p> <p>Are there any Fire doors and compartmentalisation _“As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved) and as a PDF copy</i></p> <p style="text-align: right;">x_{or}✓</p> <p style="text-align: right;"><input type="checkbox"/></p>

<p>6.10</p>	<p><u>Location of Service Routes</u></p> <p>Are there any location of service routes (underground cables/gas/electrical/water) “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>6.11</p>	<p><u>Specialist Information</u></p> <p>Are there any specialist information relevant to the building “As Built” drawings?</p> <p>All drawing must be marked “As Built” and copies must be included in the Health and Safety file.</p> <p><u>Drawing Numbers</u></p> <p><i>[Please state Drawing number/s here]</i></p> <p><i>All drawing must be submitted in University of Manchester CAD Standard format. The drawing/s must be submitted as;</i></p> <p><i>AutoCAD 2014 DWG (or other approved).</i></p> <p><i>and as a PDF copy</i></p> <p style="text-align: right;"><input type="checkbox"/></p>

Health and Safety File Check list for

[Name of Project] [PN]

Section 7 – Building Log Book

To be completed and returned with the Health and Safety File.

Mark with a cross ☐ if not included or mark with a tick ☐ if included

7.01 New Building Log Book

If the building does not have an existing Building Log Book a new Building Log Book relating to the project works must be provided.

It must be produced in line with the Building Regulations Part L2B Conservation of fuel and power - existing buildings other than dwellings and must follow the guidance in TM31 CIBSE 2003, Building logbook toolkit.

A copy of this document is to be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a

PDF copy of a word processed document.

And Microsoft Word document.

☒ or ☒



7.02 Up Dating Existing Building Log Book

If there is an existing building log book it must be up dated.

It must be up dated in line with the Building Regulations Part L2B Conservation of fuel and power - existing buildings other than dwellings and must follow the guidance in TM31 CIBSE 2003, Building logbook toolkit.

A copy of this document to be included in the Health and Safety file.

	<p><u>Document title/s</u></p> <p><i>[Please state title of document/s here]</i></p> <p><i>The document/s must be submitted as a</i></p> <p><i>PDF copy of a word processed document.</i></p> <p><i>And Microsoft Word document.</i></p> <div style="text-align: right;"> <p>x or ✓</p> <p><input type="checkbox"/></p> </div>
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Health and Safety File Check list for

[Name of Project] [PN]

Section 8 – Fire Safety Manual

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

8.01 New Fire Safety Manual

Complete as directed by the University Fire Officer.

A copy of this document is to be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a

PDF copy of a word processed document.

And Microsoft Word document.

x or **✓**

☐

Health and Safety File Check list for

[Name of Project] [PN]

Section 9 – Building Manual

To be completed and returned with the Health and Safety File.

Mark with a cross ☒ if not included or mark with a tick ☑ if included

9.01 New Building Manual

A copy of this document is to be included in the Health and Safety file.

Document title/s

[Please state title of document/s here]

The document/s must be submitted as a

PDF copy of a word processed document.

And Microsoft Word document.

x or ✓

☐

Directorate of Estates and Facilities

Project Management – H&S & O&M File Sign Off Sheet

Building Name	
Building Code	
Project Name	
Project Number	

The following information has been checked for completeness and is in accordance with the University of Manchester H&S & O&M File Handover Procedure EPM HS14b.

Principal Contractor Print Name

Signed: _____ Date: _____

Company: _____ Print

Principal Designer Print Name

Signed: _____ Date: _____

Company: _____ Print

Client Representative Print Name

Signed: _____ Date: _____

Company: _____ Print

Architect/Surveyor Print Name

Signed: _____ Date: _____

Company: _____ Print

Mechanical Consultant Print Name

Signed: _____ Date: _____

Company: _____ Print

Electrical Consultant Print Name

Signed: _____ Date: _____

Company: _____ Print

Civil/Structural Engineer Print Name

Signed: _____ Date: _____

Company: _____ Print

Other (i.e. Fire Engineer/
Acoustician/Sprinkler Designer) Print Name

Signed: _____ Date: _____

Company: _____ Print

Other (i.e. Fire Engineer/
Acoustician/Sprinkler Designer) Print Name

Signed: _____ Date: _____

Company: _____ Print

Note: Once all parties have signed off issue H&S and O&M File to CSU as per Appendix L EPM HS14a

FOR CSU USE ONLY

CSU Received Print Name

Signed: _____ Date: _____

This H&S/O&M File has been added to the G: Drive ☐

*** All files can be submitted to Mechanical Administration, 4th Floor Beyer Building or
HandSfile@manchester.ac.uk**

H&S File Submission

UoM Project Number:	e.g. 5698	
Building Name:	e.g. Whitworth Hall/Beyer/ Christie/John Owens	
Client Representative –	<u>Name:</u>	<u>Organisation:</u>
Brief Project Description:	e.g. Quad Heating Upgrade	
Description of Information submitted inc Volumes	e.g. Alan Gilbert Learning commons H&S file (inc O&M manuals)	
Are there any Architectural layout changes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the H&S file sign off form (EPM HS14c Pt1) completed and included with the submission	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Summary of changes to H&S file (only applicable if an update to an existing submitted file i.e. rev 1)	e.g. HVAC commissioning information now included	

Submitted by: _____ (UoM Client Rep)

Dated: _____

* All files can be submitted to Mechanical Administration, 4th Floor Beyer Building or
HandSfile@manchester.ac.uk