



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES



DPS Standard for Project Documentation

DPS Operation and Maintenance Manual(s)
Template and Guidelines
(for External Contractors)

Version 2.1



Table of Contents

Abbreviations and acronyms	5
Definitions and interpretation	5
Introduction.....	6
DPS room numbers and technical identifiers	6
Submissions	7
General.....	7
Content	7
Format.....	7
Quality.....	8
Transmittal.....	8
Design submissions	9
Design review.....	9
Tender or For Construction submissions.....	9
Tender or For Construction review	9
As Constructed submissions.....	10
General.....	10
Obsolescence	10
Draft As Constructed submission.....	11
Draft As Constructed review	11
Final As Constructed submission	11
Final As Constructed review.....	11
Notice of acceptance of O&MM	12
Submission checklist	12
Data ownership and copyright	12
Associated resources	12
Feedback	12
Schedule 1	13
Section 1—Table of contents	13
Section 2—Certificate of document compliance and document checklist	13
Section 3—General.....	13
Section 4—Specifications.....	14
Section 5—Contact information	14
Section 6—Table of figures and drawing schedule	14
Section 7—Project data	14
Section 7.1—Project data—Equipment.....	15
Section 7.2—Project data—Furniture.....	16
Section 7.3—Technical information.....	16
Section 8—Training record for project handover to DPS staff.....	16
Section 9—Demolitions/Asset disposals.....	17
Section 10— Certificates, warranties and commissioning data.....	17
Section 11—Drawings.....	18

Abbreviations and acronyms

APH	Australian Parliament House
BI	Building Information (a division of DPS responsible for maintaining drawing records)
BMS	Building Management System
BOMMS	Building Operation Maintenance Management System
CAD	Computer aided design
.dgn	File extension for MicroStation drawing
DMS	Document management system
DPS	Department of Parliamentary Services
.dwg	File extension for AutoCAD drawing
MTBF	Mean Time Between Failures
O&MM	Operation and Maintenance Manual(s)
.pdf	File extension for Adobe Portable Document Format file
SAP	Systems, Applications & Products - DPS' maintenance management system
SDS	Safety Data Sheet
SOR	Statement of Requirement

Definitions and interpretation

1 For the purpose of this Standard:

- (a) *As Constructed documents and/or drawings* refers to the comprehensive collection of documents and drawings that accurately records the works completed on site. This includes construction, demolition and modification works, the specific plant and equipment, fittings and finishes details and final dimensions, routes and positions. Equivalent terms used widely throughout the industry may include As-Built, Record, Work-As-Executed or Work-As-Installed.
- (b) *Construction number* means Room number.
- (c) *Contractor* means the person or entity bound to execute the work under a contract with DPS. The term 'contractor' also applies to subcontractors engaged to carry out work.
- (d) *Design documents and/or drawings* refers to documentation and drawings related to the design submissions of a project i.e. 50%, 80%, 100%, For Tender and For Construction.
- (e) *Drawing* includes plans, sketches and layouts.
- (f) *Electronic format* refers to computer files stored on a portable multimedia storage device.
- (g) *Equipment number* refers to both SAP Equipment number and the Plant Equipment (PE) number. The equipment number is DPS' SAP maintenance management system assigned identifier and is also commonly referred to as the PE number. Note: Equipment numbers are not re-used or re-assigned to different or replaced items of plant and equipment.

- (h) *Including* implies ‘including but not limited to’.
- (i) *Must* refers to a mandatory, non-discretionary action.
- (j) *Plant Equipment (PE) number* is the identifier assigned to plant and equipment from the previous BOMMS. PE number labels still exist on older items of plant and equipment. Note: Also refer to Equipment number.
- (k) *Project Manager* refers to the person responsible for delivering the outcomes of the project and compliance with this Standard. The Project Manager could be a DPS employee or an external contractor.
- (l) *Room number* refers to the allocated identifier for a virtual and physical space. Room numbers appear on architectural drawings e.g. 1C.1.004. On-site, the room number is typically displayed on door jambs (along with its unique barcode number). Note: Where a room/space is appreciably changed, the new/modified space will be assigned a new room number by DPS. Room numbers will not be re-assigned.
- (m) *Suite number* is an identification given to a room or collection of rooms used for a common purpose e.g. S1-21. Suite numbers may appear on architectural drawings. On-site, the suite number is displayed as a plaque adjacent to the entry door. Note: Suite numbers may be re-assigned by DPS.
- (n) *Technical identifier* refers to a name or technical identification given to a component, equipment, etc. by DPS. E.g. VV-08-001 (a VAV box), DBS6-1G (an electrical distribution board), FS-04-017 (a supply air fan). Note: Technical identifiers may be re-assigned by DPS.

Introduction

- 2 The DPS Standard has been prepared to assist contractors with the compilation and production of O&MM.
- 3 O&MM must be prepared for each project conducted within APH and the Parliamentary precincts.
- 4 O&MM must focus on providing DPS with an accurate and complete representation of any changes to the building, landscape, structure and/or services.
- 5 The first part of the DPS Standard is a guide to the content, format and quality of the O&MM and provides details of the submission criteria and review process.
- 6 The second part of the DPS Standard (*Schedule 1*) is an example of the layout structure required for the O&MM.
- 7 All 11 Sections in *Schedule 1* must be included in the completed O&MM. If any section in the O&MM is not relevant to the project, a “*Not applicable to this project*” page must be inserted.

DPS room numbers and technical identifiers

- 8 A written request for any new identifiers must be submitted to the Project Manager no later than the 80% Design submission.
- 9 The written request must include:
 - (a) the DPS project number and project title
 - (b) the name and contact details of the party making the request

- (c) project drawings showing existing and proposed locations of rooms including:
 - (i) all room layout changes
 - (ii) room numbers and suite numbers
 - (iii) proposed usage/description of new and existing rooms
- (d) project drawings showing existing and proposed plant and equipment and as appropriate:
 - (i) equipment numbers and technical identifiers
 - (ii) a master schedule of plant and equipment to be installed including:
 - generic description of the equipment
 - room number where the equipment will be installed
 - engineering system category, and
 - (iii) a schedule of equipment to be decommissioned or removed.

10 By the 100% Design submission all plant and equipment, electrical circuits, terminals, room locations, etc. must be correctly designated and shown on relevant documentation.

Submissions

General

- 11 This section details the requirements for the provision of project documentation that must be submitted to the Project Manager for the following project submissions:
- (a) Design (either 50% or 80%)
 - (b) Tender or For Construction
 - (c) Draft As Construction, and
 - (d) Final As Construction

Content

- 12 Contractor forms are available from:
https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services/Tendering_and_Purchasing/
- 13 The O&MM must be prepared by the contractor for each project.
- 14 For smaller projects, a single O&MM must be prepared which combines all disciplines into one common document. For more complex or larger projects, the O&MM may be divided into discipline specific chapters (e.g. Communications, Electrical, Fire, Hydraulics, Mechanical, Etc.). This is subject to the written approval of the Project Manager, in consultation with BI.
- 15 Where separate documents and/or drawings are supplied to the contractor by a third party, it is the contractor's responsibility to collate that information so that it can be read as one cohesive package.
- 16 Ensure that all manual(s) and drawings, for each discipline, are submitted at the same time.

Format

- 17 Electronic copies of the O&MM must be supplied in .pdf format.

- 18 The electronic copies must:
 - (a) be compiled as per the hardcopies,
 - (b) have sections and pages in order, and
 - (c) have hyperlinked index / bookmarks for quick access to sections.
- 19 Multimedia storage devices containing project information must:
 - (a) be labelled to indicate:
 - (i) the DPS project number and project title
 - (ii) the contents of the device
 - (iii) the status of the contents
 - (iv) the contractor's name and contact details, and
 - (b) be enclosed in a plastic sleeve or case if in disc format.
- 20 Hardcopies of the O&MM must be in A4 size and contained in hard cover, four ring binder(s). Printed or embossed binders are not necessary.
- 21 Binders must use a front cover and spine label inserts to indicate:
 - (a) the DPS project number and project title, and
 - (b) the contractor's name and contact details.

Quality

- 22 Documentation in the O&MM from the contractor must:
 - (a) be in English, and
 - (b) be of a quality that permits good quality photocopying and/or scanning, i.e.
 - (i) be a first generation copy (i.e. not a scan of a hardcopy)
 - (ii) be in colour
 - (iii) be of good contrast
 - (iv) be located totally within page margins
 - (v) not be punched or drilled within the image area, and
 - (vi) not include handwriting (with the exception noted at the end of [Section 7.3](#)).
- 23 When providing technical material in electronic format, original source versions from the supplier or manufacturer must be included where they are available.

Transmittal

- 24 Documentation submitted to the Project Manager must be accompanied by a transmittal.
- 25 The transmittal must include:
 - (a) the DPS project number and project title
 - (b) the contractor's name and contact details
 - (c) the date

- (d) details of what documentation is being transmitted, and
- (e) the status and version number of each document.

Design submissions

- 26 The first Design submission must be prior to 100% design.
- 27 The 50% or 80% drawings requirements of the project includes:
- (a) preliminary reports
 - (b) drawings and/or sketch plans (including CAD samples)
 - (c) preliminary estimate of costs
 - (d) developed design, including developed drawings, and
 - (e) advice on preliminary designs of engineering and other specialist services.
- 28 The contractor must supply:
- (a) the O&MM and drawings in .pdf format, including a complete set of the most current approved documents as specified in this Standard, and
 - (b) one sample CAD file in .dgn or .dwg format, per discipline (per sub-project if applicable), as per the *DPS Drafting Standard (for External Contractors)*.

Design review

- 29 Following the DPS Stakeholder reviews, the Project Manager will supply the contractor with a collated list of defects and/or requests for further information, if required.

Tender or For Construction submissions

- 30 The Tender or For Construction documents and drawings requirements of the project includes:
- (a) technical specifications, including commissioning documents (if relevant)
 - (b) construction and modification drawings complete with sections and details sufficient for the calling of tenders, including coordination and integration of a subcontractor's work (as appropriate)
 - (c) drawings including details of the plant and equipment and fittings that must be removed or decommissioned, and
 - (d) lists identifying items of plant and equipment and fittings, including equipment numbers that must be retained for use in the installation, or must be disposed of by the principal through the board of survey process.
- 31 The contractor must supply:
- (a) the O&MM and drawings in .pdf format, including a complete set of the most current approved documents as specified in this Standard, and
 - (b) one sample CAD file in .dgn or .dwg format, per discipline (per sub-project if applicable), as per the *DPS Drafting Standard (for External Contractors)*.

Tender or For Construction review

- 32 Following the DPS Stakeholder reviews, the Project Manager will supply the contractor with a collated list of defects and/or requests for further information, if required.

As Constructed submissions

General

- 33 This section details the requirements for the provision of project documentation and drawings that must be submitted to the Project Manager at the completion of construction on site.
- 34 Documents and drawings must accurately record the As Constructed details, identifiers and location of building elements, plant and equipment related to the project.
- 35 Projects that are delivered in a staged manner must provide sufficient information to identify what plant and equipment, elements and systems are operable or have been brought into service, as agreed with the Project Manager. This duty-of-care ensures a safe working environment is maintained and allows DPS to update its operational systems in a timely manner to accurately reflect their current state.
- 36 The submissions must be collated in cohesive packages of information. Documents and drawings, for all disciplines relating to the stage being delivered, must be collated and submitted at the same time.
- 37 As Constructed documents and drawings must be submitted in accordance with the time frames outlined in the contract.
- 38 The contractor must abide by the time frames and processes outlined in the contract in relation to the awarding of practical completion and defect periods.
- 39 An *As Constructed document checklist* must be completed, signed by the required parties and inserted in the front of each O&MM. This signed checklist verifies the O&MM is completed and:
 - (a) confirms that the required information has been provided, and
 - (b) evidences the contractor's certification that the information contained in the O&MM is a true and accurate record of the As Constructed status, and
 - (c) the Project Manager confirmation and acceptance of the accuracy and completeness of the information provided.
- 40 An example of the checklist is contained in *Section 2* of *Schedule 1* of this Standard.
- 41 A hardcopy set of As Constructed drawings must be included in each O&MM to form a complete record of the project. The drawing title blocks must be completed and signed by the contractor certifying that the information shown on the drawings is an accurate record of the As Constructed status.
- 42 The drafting checklist must be signed to certify compliance with the *DPS Drafting Standard (for External Contractors)*.

Obsolescence

- 43 In the event that an individual document/drawing is made or becomes obsolete, it must be clearly watermarked or stamped with the word 'OBSOLETE' in bold capital letters, signed by the contractor certifying its obsolescence and submitted to the Project Manager.
- 44 Obsolete drawings will be stored in DPS' DMS, therefore the drawing number of an obsolete drawing must not be reused on another drawing.
- 45 In the event that the project, as a whole, is suspended or cancelled, the contractor must submit a complete set of the most current documents and CAD files in .dgn or .dwg format to

DPS, regardless of their status in accordance with the contract conditions. This documentation must indicate the Design or Construction status at the time of the project being suspended or cancelled.

Draft As Constructed submission

- 46 The first submission of As Constructed documentation and drawings is known as a draft submission. This draft submission is received by the Project Manager for review purposes only.
- 47 Documents and/or drawings contained in the draft submission that do not meet the basic requirements outlined in this Standard and in *DPS Drafting Standard (for External Contractors)* will be rejected by the Project Manager. The contractor must then amend their draft submission and re-submit the rectified version to the Project Manager for further review.
- 48 The contractor must supply:
 - (a) a hardcopy set of the O&MM and drawings
 - (b) the O&MM and drawings in .pdf format, including a complete set of the most current approved documents as specified in this Standard, and
 - (c) all drawing CAD files in .dgn or .dwg format, as per the *DPS Drafting Standard (for External Contractors)*.

Draft As Constructed review

- 49 Following the DPS Stakeholder reviews, the Project Manager will supply the contractor with a collated list of defects and/or requests for further information, if required.
- 50 If rectification is required, the Project Manager will return the draft hardcopy O&MM to the contractor for rectification to form part of the final submission.

Final As Constructed submission

- 51 Once DPS has accepted the draft submission, the contractor must submit the final O&MM and As Constructed drawings to the Project Manager within the agreed timeframe.
- 52 The final submission of the As Constructed documentation and drawings must include all rectified items identified in the DPS Stakeholder review of the draft submission.
- 53 The contractor must supply:
 - (a) a hardcopy set of the O&MM and drawings
 - (b) the O&MM and drawings in .pdf format, including a complete set of the most current approved documents as specified in this Standard, and
 - (c) all drawing CAD files in .dgn or .dwg format, as per the *DPS Drafting Standard (for External Contractors)*.

Final As Constructed review

- 54 Following the DPS Stakeholder reviews, the Project Manager conduct a cross-check of the final submission to ensure items identified for rectification have been incorporated.
- 55 If items have not been addressed in their entirety, the Project Manager will organise a meeting with the contractor and the relevant DPS Stakeholders involved in the review to resolve any outstanding issues.
- 56 Items that are identified as still requiring rectification will be referred back to the contractor. The contractor must address these issues in their final resubmission.

Notice of acceptance of O&MM

- 57 Once the O&MM and drawings have been reviewed against this Standard and the [DPS Drafting Standard \(for External Contractors\)](#) and approved by the Project Manager and BI, the contractor will be issued with a *Notice of Acceptance of O&MM*.

Submission checklist

Submissions	O&MM		Drawings		
	.pdf	Hardcopy	.pdf	.dgn/.dwg	Hardcopy
Design	Yes	No	Yes	Sample	No
Tender/FC	Yes	No	Yes	Sample	No
Draft AC	Yes	Yes	Yes	Yes	Yes
Final AC	Yes	Yes	Yes	Yes	Yes

Data ownership and copyright

- 58 The contractor must comply with copyright and data ownership requirements as outlined in the contract.
- 59 The contractor must ensure that DPS is entitled to have free use and ownership of O&MM it has submitted for a project or received in regard to gifted assets.

Associated resources

[DPS Drafting Standard \(for External Contractors\)](#)

Feedback

To assist DPS to maintain a workable Standard, DPS appreciates and values any feedback from users of this Standard. To assist DPS to maintain a workable Standard, DPS appreciates and values any feedback from users of this Standard. Please provide written feedback to DPS Project Manager.

Schedule 1

Section 1—Table of contents

60 Below is an example of the Table of Contents that must be included in a completed O&MM.

Section 1—Table of Contents.....	XX
Section 2—Certificate of document compliance and document checklist.....	XX
Section 3—General.....	XX
Section 4—Specifications.....	XX
Section 5—Contact information.....	XX
Section 6—Table of figures and drawing schedule.....	XX
Section 7—Project Data.....	XX
7.1 Project Data—Equipment.....	XX
7.2 Project Data—Furniture Details.....	XX
7.3 Project Data—Technical Information.....	XX
7.3.1 Component description/make/model.....	XX
7.3.1.1 Safety procedures.....	XX
7.3.1.2 Functional description.....	XX
7.3.1.3 Brochures and manual(s).....	XX
7.3.1.4 Fault diagnosis.....	XX
7.3.1.5 Repair procedures.....	XX
7.3.1.6 Parts list.....	XX
7.3.1.7 Software.....	XX
7.3.1.8 Supplementary instructions.....	XX
7.3.1.9 Environmental implications.....	XX
Section 8—Training record for project handover to DPS Staff.....	XX
Section 9—Demolitions/Asset disposals.....	XX
Section 10—Commissioning data, certificates and warranties.....	XX
Section 11—Drawings.....	XX

Section 2—Certificate of document compliance and document checklist

- 61 The *As Constructed document checklist* must be completed, signed-off and inserted in the front of each O&MM by the contractor prior to submitting project documentation to DPS.
- 62 This sign-off certifies that the information contained in the O&MM complies with requirements set out in this Standard and the *DPS Drafting Standard (for External Contractors)*.

Section 3—General

- 63 This section of the O&MM must provide an overall description of the project, outlining:
- (a) its purpose
 - (b) its principle of operation, and
 - (c) the relationships to interfacing systems.
- 64 This information must describe the pre-existing system or condition and what the project has delivered to achieve the desired outcomes as set out in the SOR.

- 65 The description must encompass the scope of the project works, indicating which services have been affected and to what extent, and provide the reader with a clear understanding of the whole project and subsequent installation.
- 66 Key dates for the project must be listed, such as:
- (a) commencement of works on site
 - (b) date of practical completion, and
 - (c) defects liability period expiry.

Section 4—Specifications

- 67 The For Construction issue of the technical specification for the project must be included in this section.
- 68 Where conflicts exist between Standards and/or Specifications, the contractor must specify and detail which Standards and/or Specifications they have complied with from the following :
- (a) DPS standard specifications
 - (b) Building Code of Australia
 - (c) Australian standards, and
 - (d) International standards.

Section 5—Contact information

- 69 A table of *Contact information* must be completed listing all contractors, suppliers, etc. involved with the project, making reference to the service or aspect of the works that the party is responsible for.

Section 6—Table of figures and drawing schedule

- 70 For the drawing package, the *Table of figures and drawing schedule* must include the:
- (a) drawing number
 - (b) drawing title
 - (c) area and sub-area
 - (d) original paper size and scale
 - (e) file name
 - (f) format of the file
 - (g) revision number, and
 - (h) revision date.
- 71 A table may also be provided to reference any diagrams, tables or sketches within the body of the material that may not make up part of the formal drawing package.

Section 7—Project data

- 72 This section of the O&MM lists the specific details of all individual items of plant and equipment, and furniture supplied by the project.

- 73 The contractor must complete the [Equipment Registration/Modification Spreadsheet](#). As a minimum, the contractor must list each item installed and record its corresponding key reference information.
- 74 The expiry of the manufacturer's warranty for each individual item must be recorded. Time warranties may differ considerably from the defects liability period associated with the project itself (e.g. where a component may have a three-year or ten-year warranty).
- 75 Detailed information, including maintenance and cleaning instructions, SDS, etc. must be included in the O&MM, [Section 7.3—Technical Information](#).

Section 7.1—Project data—Equipment

Purpose of Recording Equipment

- 76 DPS' goal is to manage its plant and equipment in line with the principles detailed in the *AS ISO 55000—Asset Management* suite over the life of the plant and equipment. The accurate and complete registration of plant and equipment in DPS' maintenance management system (SAP PM) is critical to achieving this goal.
- 77 DPS' maintenance management system supports:
 - (a) effective stewardship of APH's infrastructure, technical systems and fabric
 - (b) compliance with statutory, regulatory and social requirements
 - (c) operational excellence through maximising systems performance and reliability
 - (d) optimising total asset life costing
 - (e) reporting requirements, and
 - (f) compliance with work health and safety requirements.

Definition of Equipment

- 78 A piece of equipment is an individual, physical object. The piece of equipment may stand alone or form part of a larger engineering system e.g. a VAV box within the HVAC system, a circuit breaker in the electrical system. The piece of equipment has its own maintenance requirements.
- 79 Maintenance requirements may be based on:
 - (a) legislative or statutory obligations
 - (b) manufacturer's recommendations, or
 - (c) accepted good practices and/or industry guidelines.

Equipment registration/modification

- 80 The [Equipment Registration/Modification Spreadsheet](#) must be used to register new equipment. The spreadsheet is also to be used to register any modifications to existing equipment e.g. the relocation or removal of equipment.
- 81 Guidance on completing the spreadsheet can be found in [Equipment Registration/Modification—Guidance notes](#).
- 82 Some equipment items are assigned a technical identifier to make it easier to identify e.g. FD-01-123 for a fire damper. The [Plant and Equipment Registration and Identifier spreadsheet](#) list equipment requiring technical identifiers.

Section 7.2—Project data—Furniture

- 83 The *Project Data—Furniture Details* form must be completed showing furniture used in the project and included in this section.

Section 7.3—Technical information

- 84 This section must provide a suite of comprehensive information in support of each item of equipment installed that would be required throughout its serviceable life.
- 85 The following list should be used by the contractor as a guide for supplying relevant information:
- (a) safety procedures and precautions, covering installation, operation and relevant SDS
 - (b) a detailed functional description including operational procedures for the installed system (start, stop, BMS monitoring, alarm response, modes of operation etc.)
 - (c) equipment brochures and manual(s) describing the equipment, showing technical specifications, applications, installation notes, options and accessories
 - (d) detailed operating and maintenance instructions, including maintenance frequencies, activities/tasks, instructions/procedures and reference to any statutory or legislative requirements
 - (e) fault diagnosis/trouble shooting procedures
 - (f) overhaul and repair procedures including the requirement for special tools, equipment and consumables/predictable parts required
 - (g) full parts lists for each piece of equipment, a list of recommended spare parts holdings, and the manufacturer's predicted MTBF
 - (h) relevant software provided in electronic format
 - (i) Specification sheets
 - (j) Owner/operator manuals
 - (k) Maintenance/repair manuals
 - (l) any supplementary instructions, charts, programming information, etc. to permit a full understanding of the installation, allowing correct operation and whole-of-life maintenance, and
 - (m) environmental implications covering operation, end of serviceable life, decommissioning and disposal.
- 86 All technical information must be supplied in hardcopy as an integral part of the O&MM. Web links may be supplied as well as, but not instead of, hardcopies.
- 87 Where product brochures or catalogues are provided, installed components must be clearly identified to allow accurate reference in the future. This is best done by clouding with biro or permanent marker as coloured highlighter does not photocopy well.

Section 8—Training record for project handover to DPS staff

- 88 The *Training Record form* must be completed where training of DPS staff is required for project handover to DPS for newly installed systems or equipment.

- 89 A copy of training material must also be included in this section, in addition to the information provided in the [Section 7.3—Technical information](#).

Section 9—Demolitions/Asset disposals

- 90 This section must describe building fabric, materials, plant and equipment that have been removed or decommissioned during the project and associated works.
- 91 An electronic *Disposals Form* is available from the Project Manager.
- 92 A comprehensive description of the extent of the demolition and removals must be included in this section, including:
- (a) asset, equipment or PE identification number
 - (b) a description of the item
 - (c) serial number (if applicable)
 - (d) quantity
 - (e) nature of the disposal (e.g. surplus, damaged, obsolete, etc.)
 - (f) location, and
 - (g) recommended action (e.g. retain, reuse, destroy etc.)
- 93 Depending on the nature of the project, the demolitions or removals may also be depicted within the drawing package.
- 94 Any safety and environmental implications associated with the decommissioning and disposal of any plant and equipment must also be included.

Section 10— Certificates, warranties and commissioning data

- 95 The relevant approval, certification and commissioning documents must be completed and signed by the contractor as evidence that the **design and installation** has been inspected, tested, approved and/or certified to comply with all statutory and regulatory requirements and project technical specifications.
- 96 At each stage of the project, and specifically included in 100%, For Tender, As Constructed and/or Suspended/Cancelled Project, the most current available approval documents and certifications **must be included** in the O&MM compilation, including:
- (a) design certificate/certificate of usability
 - (b) factory test reports
 - (c) on-site commissioning reports
 - (d) certificate of final/practical completion
 - (e) fire certification (sprinklers, doors, detectors, penetrations, fans, dampers and evacuation plans)
 - (f) electrical, including revised distribution board schedules
 - (g) structural
 - (h) software configuration documentation
 - (i) HVAC flow/balancing report and certification, including allowable \pm margins
 - (j) plumbing and gas fitting

- (k) bore logs for underground services
- (l) water temperature—heating, refrigeration, thermo mixing valves, tempering valves
- (m) glass
- (n) pressure vessels
- (o) security
- (p) safe working loads—hanging points, platforms, mezzanines and floor loading
- (q) statutory, legislative and public utility requirements, and
- (r) warranty certificates and details, terms and conditions, extended warranties and period of cover.

Section 11—Drawings

- 97 This section must be used to include As Constructed drawings for each O&MM to form a complete package of information for review purposes.
- 98 Drawings must comply with the requirements outlined in *DPS Drafting Standard (for External Contractors)*.
- 99 A3 and A4 sized hardcopies must be single sided, with A3 sized paper being fold out.
- 100 A3 and A4 sized hardcopies must not be enclosed in plastic pockets. Drawings larger than A3 size must be folded and enclosed in plastic pockets.