

Operation and Maintenance Manual's (OMM) Checklist

Location of Park : _____

Date of Inspection : _____

Representatives : _____

: _____

: _____

: _____

: _____

The following shall serve as a guide for the general contents of all OMM to be submitted to Parks Management of NParks Board.

No.	Operation & Maintenance Manual Content	Remarks (v)
	General	
1	Provide two set hardcopy and three set softcopy of OMM in ring file. The softcopy shall includes all documents and drawings listed in this checklist. The as-built drawings shall be formatted in standard shapefile, PDF, DWG and other approved National Standards.	
2	Provide the schedule of rates for all building material, sanitary, fittings and mechanical services (softcopy)	
	The ring files shall have a content page in the following order:	
a	Handover forms, TOP and CSC	
i	Operation and Maintenance Manual's (OMM) Checklist table	
ii	Temporary Occupation Permit	
iii	Certification of Substantial Completion	
iv	Handover forms for hardscape and softscape (include inventory list)	
v	NParks standard checklist for Consultans (Architectural/Civil, Structural/Mechanical and Electrical Services Checklists)	
vi	Defects checklist and rectification photos	
vii	Completion photos of the project	
b	Summary table of contacts of consultants, sub-contractors and suppliers involved the project	
i)	Address,	
ii)	Telephone/ Fax,	
iii)	Email / Website,	
iv)	Date of completion and handover	
c	Catalogues of all installed material, system and equipments (Provide colour copy). This section shall have an accompanying summary chart indicating these equipment information; a) model, types and description, and b) units or number installed of the following systems	
i)	Painting System. Include finishing schedule with code number and brand (Tiling, granite, stone chipping etc)	
ii)	Special Structure,	
iii)	Benches, table, dust bin, railing, noticeboard, banner pole, signage and etc,	
iv)	Subsoil and open drainage systems,	
v)	Roofing system,	
vi)	Waterproofing system,	
vii)	Termite treatment,	
viii)	Playground and fitness equipments,	
ix)	Irrigation systems,	

x)	Lightning protection systems,	
xi)	Lighting and electrical systems,	
xii)	Fan and mechanical ventilation systems,	
xiii)	Fire alarm and protection systems,	
xiv)	Sanitary and plumbing systems, and etc.	
d	All warranties, letter of guarantees and certifications by PSB, TUV, IPEMA, etc for product and equipment installed in the project.	
i)	Roof warranty	
ii)	Play equipment warranty	
iii)	Fitness equipment warranty	
iv)	Cast in situ rubber flooring warranty	
v)	Lantern warranty	
vi)	Lamp post warranty	
vii)	Paintwork warranty	
viii)	Acrylic coating system for outdoor courts warranty	
ix)	Street imprint warranty	
x)	Other warranties, letter of guarantees and certifications	
e	Endorse copy of all test results and supervision certificates	
i)	Mechanical test	
	<ul style="list-style-type: none"> • Pressure testing results • System pressure measurements • Flow rate readings, and etc. 	
ii)	Electrical tests	
	<ul style="list-style-type: none"> • Earth fault loop impedance, • Earth electrode resistance, • Leakage current reading, • Earth fault current setting reading, • Megger reading, • Lux level report 	
iii)	Lightning Protection Systems Tests (shelter, lamp post, play & fitness equipment and etc)	
	<ul style="list-style-type: none"> • Certificate of supervision of Lightning Protection System • Lightning Protection test reports 	
iv)	Play and fitness safety report	
	<ul style="list-style-type: none"> • Certificate of accredited playground and fitness testing laboratory to access SS 457 (safety audit), SS 495 (impact test) and SS 534 (outdoor fitness) • CPSI Safety Audit based on SS 475 standard, • Safety use zones based on SS 457 Clause 9. • Impact Test based on SS 495 standard, • Ignition Test on EPDM based on SS495 and BS4790 test method, 	
v)	Supervision certificates, and etc.	
f	All approval letters from relevant authorities pertaining to the project	
	<ul style="list-style-type: none"> • PUB (Approval for connection to the public drainage system) • Power Grid (Form E1, electrical installation and inspection report) • NEA (DC clearance) • FSB, • LTA, 	
	<ul style="list-style-type: none"> • BCA (Certificate of supervision of Lightning Protection System, Permit to work, TOP, CSC & etc) 	

g	As built drawings and existing information of the project if applicable. Note: All as built drwgs to be endorsed relevant by QPs and to be submitted in A1 size drwgs. The drwgs to be kept in clear plastic folders in the ring files	
i)	Architectural Drawings	
	• Topo as-built plan,	
	• Site and interpretation plans,	
	• Layout plan	
	• Tree planting plan	
	• Shrub planting plan	
ii)	Civil and Structural Drawings	
	• Water and irrigation tanks,	
	• Drainage, subsoil and sewerage,	
	• Lamp post and signage mounting details,	
	• Bridges, culvert, retaining wall and other structures,	
iii)	Mechanical Service Drawings	
	• Piping and system schematics,	
	• Layout Plan	
	• Equipment schedule and etc,	
iv)	Electrical Service Drawings	
	• Lighting and electrical layouts plans (OG box detail & etc),	
	• Lightning protection layout plans,	
	• Single line diagram with LEW/PE endorsement and etc,	
v)	Play and Fitness Corner Drawings	
	• Play and Fitness Equipment Layout plan & detail drawings,	
	• Disclaimer sign detail,	
	• Drainage layout plans,	
	• Lightning protection layout plans,	
	• Play and Fitness Equipment detail drawings,	
	• EPDM detail drawings.	
vi)	Copy of the approved authority submission drawings	
	• BCA,	
	• FSB,	
	• NEA,	
	• PUB,	
	• Power Grid and etc	

The above information shall serve as a guide and is by no means exhaustive. The contractor shall ensure that all the information submitted is correct, updated and comprehensive. Should there be any missing, incomplete or not updated information, the handover shall be deemed incomplete