

FM Operation and Maintenance Manual's (OMM) Checklist

Project Title : _____
Date of CSC : _____
Owner : _____
Developer : _____
FM Officer : _____
Consultant : _____
Contractor : _____
 : _____

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

No.	Operation & Maintenance Manual Content	Yes	No	NA
a	General			
1	Provide 1 sets (hardcopy & softcopy) of OMM in ring file, made available 1			
2	Provide 1 soft copy in digitised form, the as-built drawings shall be in A1			
3	Provide the schedule of rates for all building material, sanitary & fittings			
	The ring files shall have a content page in the following order:			
b	As built drawings and existing information of the projects, if			
i)	Architectural Drawings			
	• Site and interpretation plans,			
	• Layout plan			
ii)	Civil and Structural Drawings			
	• Water and irrigation tanks,			
	• Drainage 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			
	• Underground Tank			
	• Sewerline			
	• Equipment schedule and etc,			
iv)	Electrical Service Drawings			
	• Lighting and electrical layouts plans,			
	• Lightning protection layout plans,			
	• Single line diagram with LEW/PE endorsement and etc,			
v)	Copy of the approved authority submission drawings			
	• BCA,			
	• FSB,			
	• NEA,			
	• PUB,			
	• Power Grid and etc			
No.	Operation & Maintenance Manual Content	Yes	No	NA
c	All warranties, letter of guarantees and certifications by PSB, TUV,			
i)	Endorse copy of all test results and supervision certificates			
→	Mechanical Test			
	• Pressure Testing Results			
	• System pressure measurements			

	• <i>Flow rate readings, and etc.</i>			
→	Electrical Tests			
	• <i>Earth fault loop impedance,</i>			
	• <i>Earth electrode resistance,</i>			
	• <i>Leakage current reading,</i>			
	• <i>Earth fault current setting reading,</i>			
	• <i>Megger reading,</i>			
	• <i>Polarity test and etc.</i>			
→	Supervision certificates, and etc.			
ii)	All approval letters from relevant authorities pertaining to the projects			
	• <i>Power Supply,</i>			
	• <i>PUB,</i>			
	• <i>Power Grid,,</i>			
	• <i>NEA,</i>			
	• <i>FSB,</i>			
	• <i>LTA,</i>			
	• <i>BCA</i>			
d	Material Cutsheet/ Catalogues of all installed material, system and			
i)	<i>Painting System,</i>			
ii)	<i>Special Structure,</i>			
iii)	<i>Benches, dust bin, railing and etc,</i>			
iv)	<i>Subsoil and open drainage systems,</i>			
v)	<i>Roofing system,</i>			
vi)	<i>Waterproofing system,</i>			
vii)	<i>Termite treatment,</i>			
viii)	<i>Playground and fitness equipments,</i>			
ix)	<i>Irrigation systems,</i>			
x)	<i>Lightning protection systems,</i>			
xi)	<i>Lighting and electrical systems,</i>			
xii)	<i>Fan and mechanical ventilation systems,</i>			
xiii)	<i>Fire alarm and protection systems,</i>			
xiv)	<i>Sanitary and plumbing systems, and etc.</i>			
e	Summary table of contacts of consultants, sub-contractors and suppliers			
i)	<i>Address,</i>			
ii)	<i>Telephone/ Fax,</i>			
iii)	<i>Email / Website,</i>			
iv)	<i>Date of Completion & Handover</i>			
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				

Vetted by FM OIC: _____ (Name / Designation)

Approved by SO: _____ (Name / Designation)