

FM Operation and Maintenance Manual's (OMM) Checklist

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

The following shall serve as a guide for the general contents of all OMM to be submitted to the Employer.

S/No.	Operation & Maintenance Manual Content	Yes	No	NA
	General			
1	Provide 1 soft-copy OMM, made available one month before handover inspection. The maintenance manual shall include the checklist and information on installed items and their connection accessories in accordance with the Works Order, and photographs showing "Before" and "After" completion of work for each site.			
2	Provide 1 soft copy in digitised form of the schedule of rates for all new systems installed including building material, sanitary & fittings and mechanical services			
3	Provide 1 soft-copy of all applicable technical drawings (including survey plans, site plans, architectural drawings, structural drawings, and engineering drawings) in digitised form, formatted in SHP or other approved National Standards for the Construction Industry.			
4	Provide soft-copy of TOP & CSC			
	The ring files shall have a content page in the following order:			
a	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 & Handover			
b	Catalogues of all installed material, system and equipments. This sector shall have an accompanying summary chart indicating these equipment information; a) model, types & description and b) units or number installed of the following systems			
i)	Painting System,			
ii)	Special Structure,			
iii)	Benches, dust bin, railing 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,			

S/No.	Operation & Maintenance Manual Content	Yes	No	NA
xiv)	Sanitary and plumbing systems, and etc.			
c	All warranties, letter of guarantees and certifications by PSB, TUV, IPEMA, and etc for product and equipment installed in the project as listed in the above			
d	Endorse copy of all test results and supervision certificates			
i)	Mechanical Test			
	• <i>Pressure Testing Results</i>			
	• <i>System pressure measurements</i>			
	• <i>Flow rate readings, and etc.</i>			
ii)	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>			
iii)	Supervision certificates, and etc.			
e	All approval letters from relevant authorities pertaining to the projects			
	• <i>EMA</i>			
	• <i>PUB,</i>			
	• <i>SP Power,,</i>			
	• <i>NEA,</i>			
	• <i>FSB,</i>			
	• <i>LTA,</i>			
	• <i>BCA</i>			
f	As built drawings and existing information of the projects , if applicable. <i>Note: All as built drwgs to be digitally endorsed relevant by QPs.</i>			
i)	Architectural Drawings			
	• <i>Site and interpretation plans,</i>			
	• <i>Layout plan</i>			
ii)	Civil and Structural Drawings			
	• <i>Water and irrigation tanks,</i>			
	• <i>Drainage and sewerage,</i>			
	• <i>Lamp post and signage mounting details,</i>			
	• <i>Bridges, culvert, retaining wall and other structures,</i>			
iii)	Mechanical Service Drawings			
	• <i>Piping and system schematics,</i>			
	• <i>Layout Plan</i>			
	• <i>Equipment schedule and etc,</i>			
iv)	Electrical Service Drawings			
	• <i>Lighting and electrical layouts plans,</i>			
	• <i>Lightning protection layout plans,</i>			
	• <i>Single line diagram with LEW/PE endorsement and etc,</i>			
v)	Lux Level Report			
vi)	Copy of the approved authority submission drawings			
	• <i>BCA,</i>			
	• <i>FSB,</i>			
	• <i>NEA,</i>			
	• <i>PUB,</i>			
	• <i>SP Power and etc</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 missing, incomplete or not updated information, the handover shall be deemed incomplete