



THE UNIVERSITY
of ADELAIDE

UniSpace – User Guide:

O&M TEMPLATES

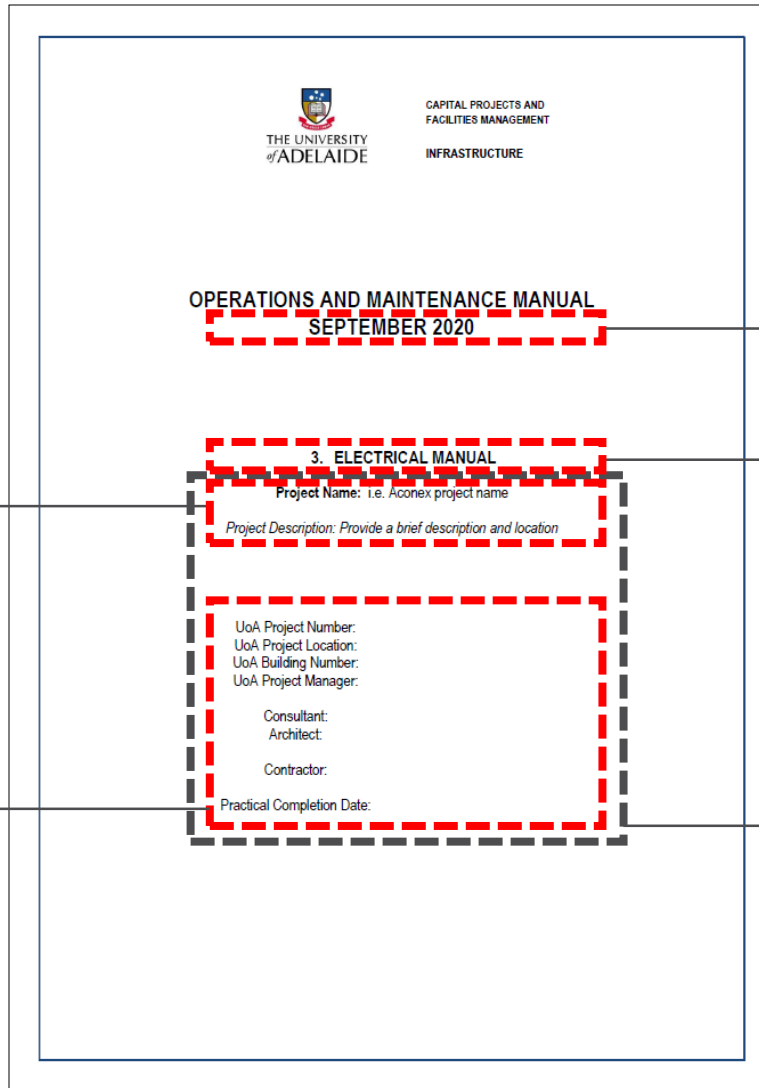
adelaide.edu.au

O&M MANUAL – COVER PAGE - TYPICAL

Access
Access to O&M Manuals via the
“Contractors and Consultants Reference
Material”:
<https://www.adelaide.edu.au/infrastructure/services/contractors-consultants>
Design Standards can be found here

ACTION
COMPLETE
• ‘Project Name’ field will match the Aconex project name
• ‘Project Description’ should be brief, succinct and clear (note all building descriptions and numbering are listed below)

ACTION
COMPLETE all fields of the cover page
• Do not abbreviate any fields
• Where the field is NOT REQUIRED use the reference “N/A”



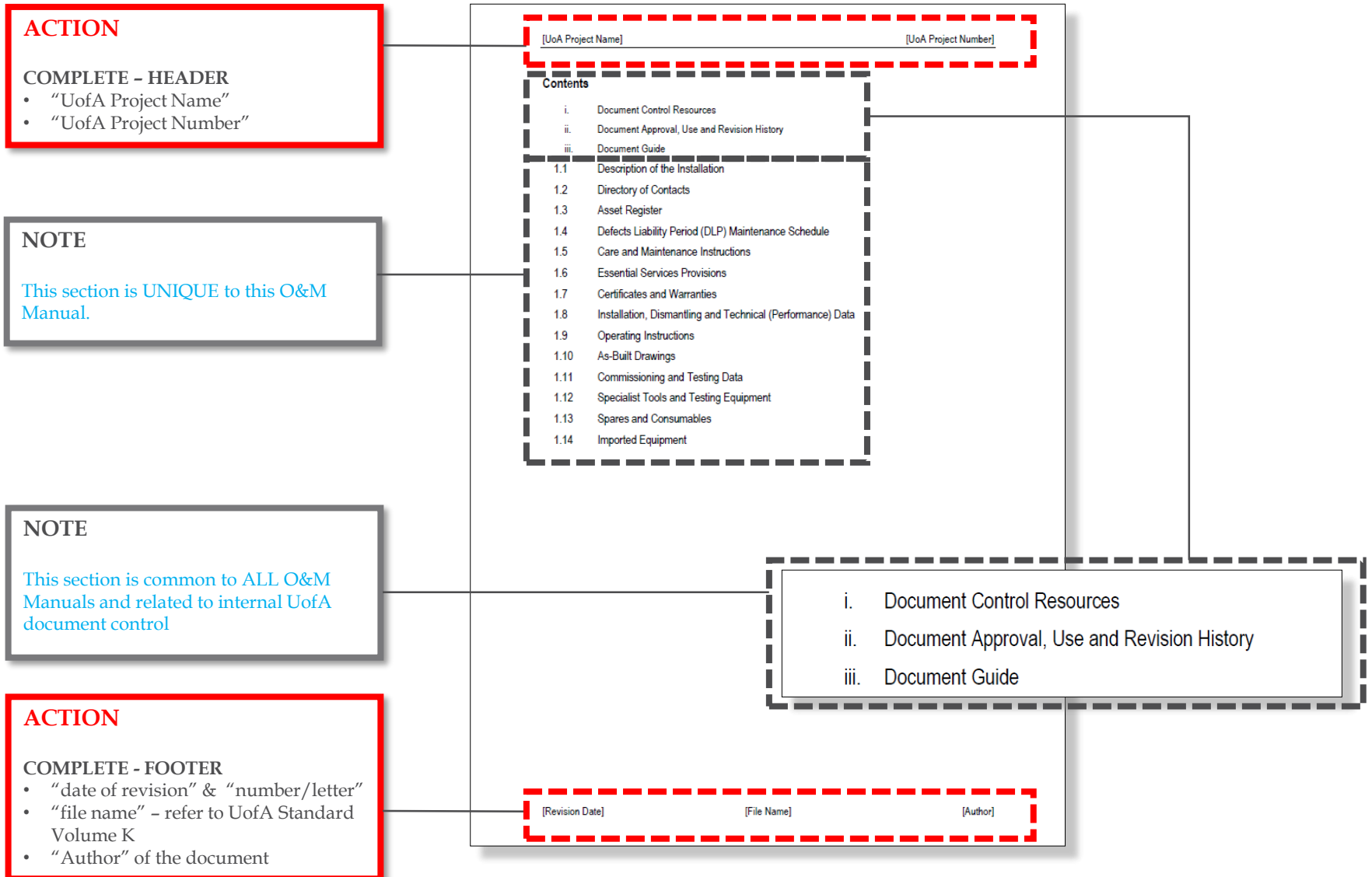
ACTION
COMPLETE - “Date” with actual date of PC Practical Completion

ACTION
COMPLETE - name and number of the manual

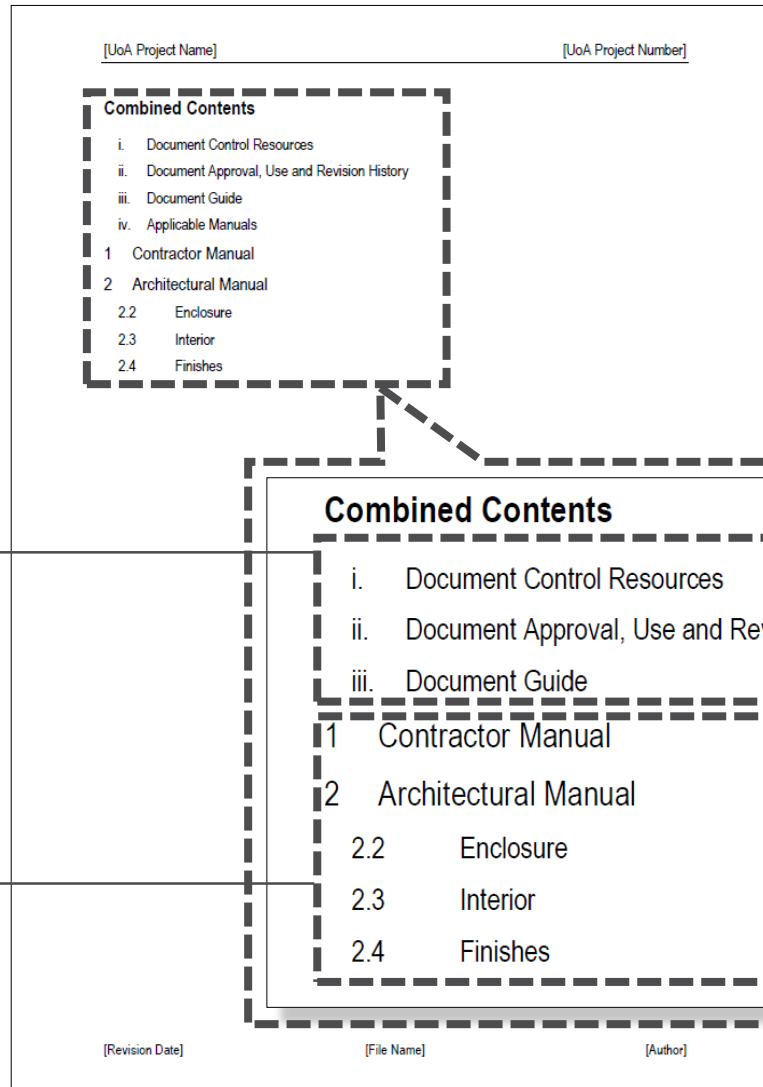
NOTE:
This section is unique to all manuals

NOTE:
This section is common to ALL O&M Manuals

O&M MANUAL – CONTENTS PAGE - TYPICAL



O&M MANUAL – CONTENTS PAGE - EXAMPLE



NOTE

This section is common to ALL O&M Manuals and relates to internal UofA document control

NOTE

This section is UNIQUE to the Contractor / Architectural Manual.

- 1. Contractor Manual MUST be completed for all projects
- 2. Architectural Manual to ONLY be completed IF APPLICABLE

O&M MANUAL – DOCUMENT CONTROL RESOURCES - TYPICAL

ACTION

COMPLETE – “Document Control Resources” roles and responsibilities for every Role.

Insert “Applicable”/“Not Applicable” for all roles as necessary.

[UoA Project Name] _____ [UoA Project Number] _____

i. Document Control Resources
Roles and responsibilities

Insert ‘Applicable’ or ‘Not Applicable’ for Stakeholders involved in the consolidation/review process.

Company	Role	Person(s) or Position(s)	Applicable/Not Applicable
Document Controller	Document Controller	XXXX [The same person on each document]	
Document Owner/Approver	Document Owner/Approver	Director Capital Project Delivery and Facilities Management	
[Contractor]	Document Originator	[Title]	
[Consultant]	Document Reviewer	[Title]	
University of Adelaide	Document Reviewer	Project Manager	
University of Adelaide	Document Reviewer	Senior Technical Officer	
University of Adelaide	Document Reviewer	Senior Space Data Coordinator	
University of Adelaide	Document Reviewer	Maintenance Scheduling Officer	
University of Adelaide	Document Reviewer	Mechanical Services Manager	
University of Adelaide	Document Reviewer	Electrical Services Manager	
University of Adelaide	Document Reviewer	Fire Services Manager	
University of Adelaide	Document Reviewer	Hydraulic Services Manager	
University of Adelaide	Document Reviewer	Cleaning & Waste Services Manager	
University of Adelaide	Document Reviewer	Communications Services Manager	
University of Adelaide	Document Reviewer	Security Services Manager	

[Revision Date] _____ [File Name] _____ [Author] _____

O&M MANUAL – DOCUMENT APPROVAL, USE AND REVISION HISTORY TYPICAL

ACTION

COMPLETE – “Document Approval, Use and Revision History” for each revision and issue of the Document

NOTE:

This section may end up spread over multiple pages

- Earliest entry at the top of the table
- Latest entry at the bottom

NOTE:

This section is common to ALL O&M Manuals and will be consistent

ACTION

READ – Document Guide. This indicates how the Manual is structured and formatted in relation to NATSPEC

ACTION

COMPLETE – “Applicable Manuals”. If the manual is required / not required comments with ‘Applicable’ or ‘Not Applicable’.

Note: this table is only in Vol. 1&2 “Combined Contractor / Architectural Manual”

[UoA Project Name] [UoA Project Number]

ii. Document Approval, Use and Revision History

Volume	Version	Date	Reason	Company	Person(s) or Position(s)	Comments
[Example: No. of Volume]	[Example: Revision Letter or Number]	[Example: Date of Revision i.e. 2020-02-02]	[Example: Amendment, Review, Transmitted, etc.]	[Example: Company Name]	XXXX [Name] XXXX [Title]	[Example: DRAFT Manual Issued to UoA PM for review]
Etc.	Etc.	Etc.	Etc.	Etc.	Etc.	Etc.

iii. Document Guide

This template is based upon the Natspec guidelines and reference the University of Adelaide’s Design Standards throughout this document.

Refer to ‘National section Matrix’ for further information relating to the Natspec structure.

Should a section not be applicable to this trade discipline, place ‘Not Applicable’ in the respective section.

Exclude all irrelevant matter within this template.

iv. Applicable Manuals

Please state which manuals will be submitted for this project by stating ‘Applicable’ or ‘Not Applicable’.

Volume Number	Manual Type	Applicable/Not Applicable
1 & 2	Combined Contractor / Architectural Manual	
3	Communications Manual	
4	Electrical Manual	
5	Fire Manual	
6	Hydraulic Manual	
7	Mechanical Manual	
8	Security Manual	

[Revision Date] [File Name] [Author]

O&M MANUAL – “INDIVIDUAL SECTIONS” – GENERAL INFORMATION

NOTE

This section of guide shows ‘examples’ of some sections of the manuals. It gives an understanding of the typical

- Structure
- Layout
- Format
- Style
- References

Not all sections or types of ‘inputs’ are included here.

[UoA Project Name]

[UoA Project Number]

1.1.1 Project Description

Provide a full description of the project including but not limited to the following:

1. Overall scope of works
2. Listing of the trades
3. Project stages
4. Project commencement and completion dates
5. Any work which may have been completed by others (i.e. works completed by others and not the Contractor)

Design Standard reference:

Volume K:

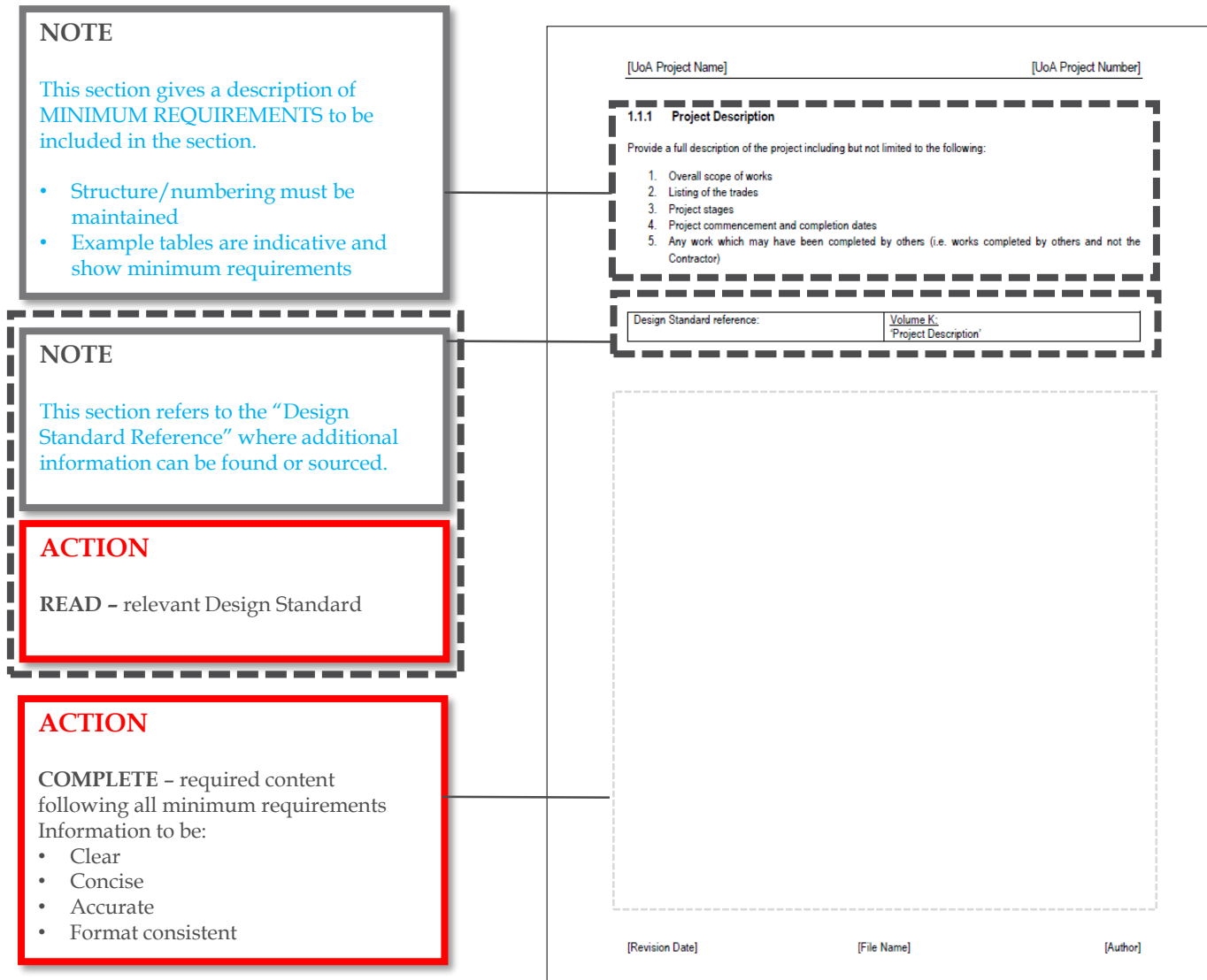
‘Project Description’

[Revision Date]

[File Name]

[Author]

O&M MANUAL– SECTIONS – GENERAL SECTIONS - TYPICAL



O&M MANUAL– SECTIONS – GENERAL SECTIONS - EXAMPLE

NOTE

The “Description of the Installation” is similar to the “Project Description” however will

- Describe the individual ‘services’ component within the overall project
- Structure/numbering must be maintained

[UoA Project Name]	[UoA Project Number]	
1.1 Description of the Installation		
Provide a full description of the project including but not limited to the following:		
<ol style="list-style-type: none">1. Overall scope of works2. Project Specific Location i.e. UniSpace reference3. Listing of the trades4. Project stages5. Project commencement and completion dates6. Any work which may have been completed by others (i.e. works completed by others and not the Contractor)		
Design Standard reference:	Volume K: ‘Project Description’	
<div style="border: 1px dashed gray; height: 150px; width: 100%;"></div>		
[Revision Date]	[File Name]	[Author]

ACTION

COMPLETE – required content following all minimum requirements
Information to be:

- Clear
- Concise
- Accurate
- Format consistent

CONTRACTOR MANUAL – DIRECTORY OF CONTACTS - EXAMPLE

NOTE
 This template can be used to complete the minimum requirements

ACTION
COMPLETE – required content following all minimum requirements
 Information to be:

- Clear
- Concise
- Accurate
- Format consistent

[UoA Project Name] [UoA Project Number]

1.1.2 Directory of Contacts

Provide in table format a combined contact list which includes Contractors, Consultants, UoA Project Manager and each specific trade discipline listed in this manual. Contact details to be provided in order as follows:

1. Company Name
2. Contact Name (Representative)
3. Company Position
4. Contact Number (Representative)
5. Company Address
6. Company Email Address
7. After-Hours Contact Name
8. Contact Number

Sample table format as follows:

Trade Discipline	Company Name	Contact Name (Representative)	Contact Number (Representative)	Company Address	Company Email Address	After-Hours Contact Name and Contact Number
Contractor						
Consultant						
UoA Project Manager						
Trade Discipline						
Etc.						

Design Standard reference:	Volume K: 'Directory of Contacts'
----------------------------	--------------------------------------

[Revision Date]
[File Name]
[Author]

O&M MANUAL – CERTIFICATES AND FORMS - TYPICAL

Project Name

1.1.3 Certificates and Forms

This section is separated into (3) subsections as follows:

1. University
2. Legal Compliance and Statutory Authorities
3. Essential Safety Provisions

1.1.3 Certificates and Forms

This section is separated into (3) subsections as follows:

1. University
2. Legal Compliance and Statutory Authorities
3. Essential Safety Provisions

8/25/2020 Contractor_Architect Manual_TEMPLATE (E) FINAL.docx Rebecca Schmid

[UoA Project Name] [UoA Project Number]

1.1.3.1 University

Provide copies of the 'Certification of Compliance with UoA Design Standards and Project Brief' signed at the following stages of the project:

1. Concept Design Phase;
2. Detailed Design (Design Development) Phase;
3. 50% Complete Contract Documentation Phase;
4. 100% Complete Contract Documentation Phase; and
5. Project Hand-Over Phase.

Please state below if a specific Certification of Compliance is 'Applicable' or 'Not Applicable' to this section for this project.

Sample table format as follows:

Phase	Applicable/Not Applicable	Consultant Name & Date
Concept Design		
Detailed Design (Design Development)		
50% Complete Contract Documentation		
100% Complete Contract Documentation		
Project Hand-Over		

Note:

Where applicable, include copies of certification in order as listed above.

Design Standard references:	<p>Volume K:</p> <ul style="list-style-type: none"> • 'Certification of Compliance' • Schedule 4 'Certification of Compliance with UoA Design Standards and Project Brief' template
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[Revision Date] [File Name] [Author]

ACTION

COMPLETE – required content following all minimum requirements

Information to be:

- Clear
- Concise
- Accurate
- Format consistent

CONTRACTOR MANUAL – CERTIFICATES AND FORMS – UNIVERSITY EXAMPLE

NOTE

This template can be used to complete the minimum requirements.

Design Standards clearly articulate the minimum requirements for all documentation.

- Register **MUST BE** provided
- All documentation listed, need to be included in the register
- All fields to be completed

ACTION

COMPLETE – required content following all minimum requirements
Information to be:

- Clear
- Concise
- Accurate
- Format consistent

[UoA Project Name] [UoA Project Number]

1.19 Document Register

Provide a combined document register including As-Built drawings, Specifications, Space Charging base floor plans in table format including the following necessary components as follows:

1. Document Number
2. Document Name/Title
3. Discipline (i.e. Architectural, Electrical etc.)
4. Issued by (i.e. Builder name, Consultant name etc.)
5. Revision
6. Revision Date

Sample table format as follows:

Document Number	Document Name/Title	Discipline (i.e. Architectural, Electrical etc.)	Issued by (i.e. Builder name, Consultant name etc.)	Revision	Revision Date

Note:

1. Documents to be submitted separately with the Manual in both pdf and dwg format.
2. If a 'full' document register is provided (all disciplines etc) then clearly identify the documents relevant to the manual.

Design Standard references:

Volume K:

- Schedule 4.12 Post-construction documentation
- Schedule 4.13 As- built documentation checklist

[Revision Date] [File Name] [Author]

FAQs

Where do I find the O&M Manual Templates?

All O&M Templates can be found [HERE](#)

Where do I find the UofA Design Standards?

All Design Standards can be found [HERE](#)

Who do I contact about the O&M Manual Templates?

Contact University of Adelaide, Senior Technical Officer (STO) on (08) 8313 4008 for any queries or further information.

I would like to make a suggestion / improvement OR there is an issue with the O&M Manual Templates

Contact University of Adelaide, Senior Technical Officer (STO) on (08) 8313 4008 for any queries or further information

revision
-

comment
document created

date
2020-09-01



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