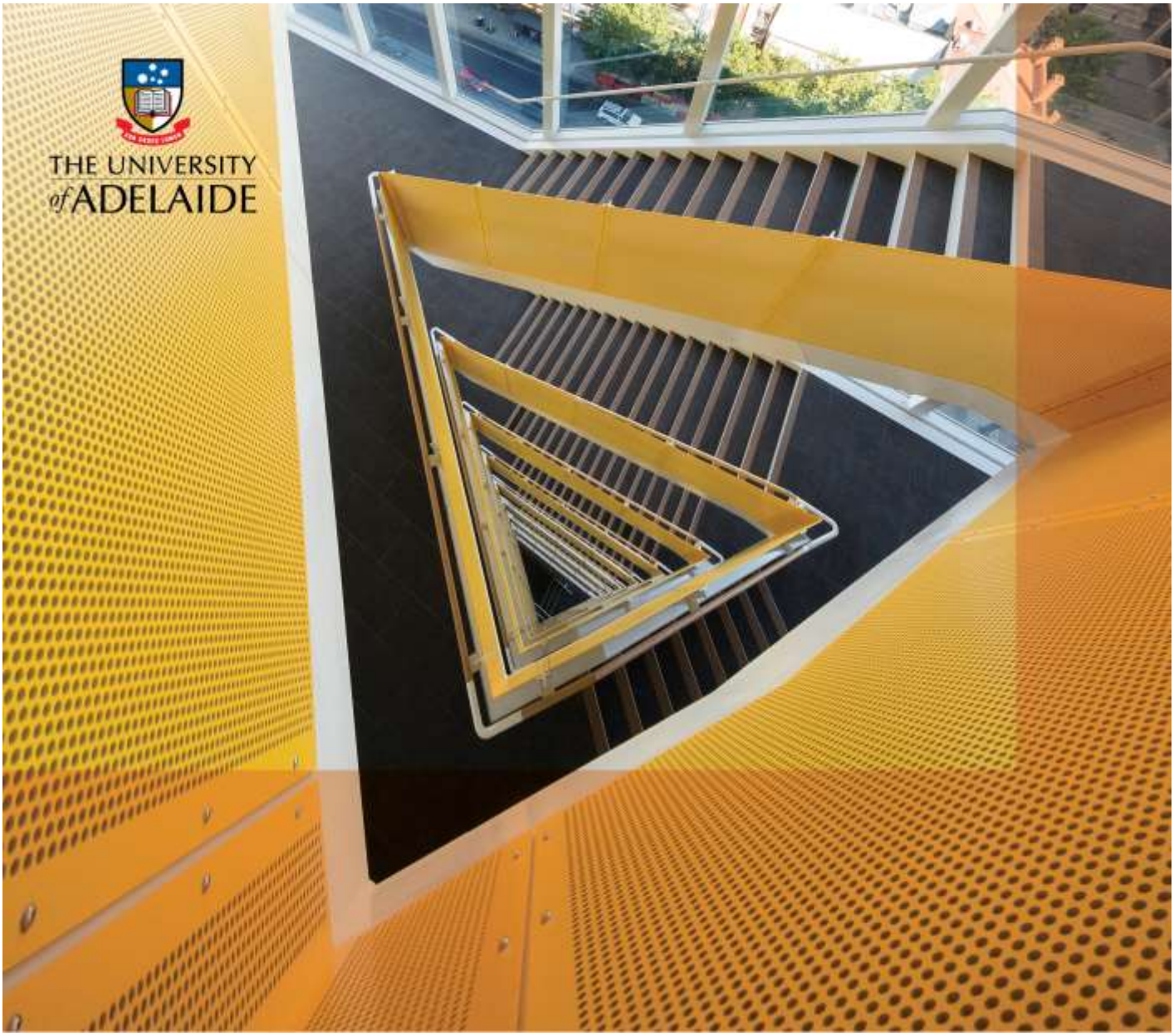

DESIGN STANDARD

K. Documentation

adelaide.edu.au

seek LIGHT

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Revision log

Current issue

K. Documentation - UoA Design Standards. FINAL Version 6. May 2023

Previous issues

Version	Authors	Description/ updates	Revision	Date
1.0	Vicki Jacobs, Capital Project Delivery, UoA	K. Documentation - UoA Design Standards	DRAFT Version 1	December 2017
2.0	GHD	K. Documentation - UoA Design Standards	DRAFT Version 2	December 2017
3.0	Vicki Jacobs, Capital Project Delivery, UoA/ GHD	K. Documentation - UoA Design Standards	DRAFT Version 3	March 2018
4.0	Vicki Jacobs, Capital Project Delivery, UoA	K. Documentation - UoA Design Standards	DRAFT Version 4	August 2018
5.0	Vicki Jacobs, Capital Project Delivery, UoA	K. Documentation - UoA Design Standards	DRAFT Version 4	August 2018
6.0	Matt Schapel, Business Services & Improvement, UoA	K. Documentation - UoA Design Standards	FINAL Version 6	October 2022

List of revised items

Version	Authors	Revised items	Date
6.0	Matt Schapel, Business Services & Improvement, UoA	Sections 2 and 3 completely revised, appendices updated	May 2023

Revision management

It is envisaged that revisions to this document will be undertaken at intervals of not more than two (2) years.

Endorsement body

Executive Director of Infrastructure

Owner

Director, Capital Projects Delivery

Contact person

Associate Director, Capital Project Delivery

Authors and acknowledgements

The standards have been developed by Capital Projects with the assistance of UoA staff, external consultants, contractors, and colleagues from other education institutions. The University conveys its thanks.

1. Abbreviations

(refer –Standard Volume A. Project Process Checklist)

2. Introduction

(refer –Standard Volume A. Project Process Checklist)

3. Technical Requirements

(refer –Standard Volume A. Project Process Checklist)

This volume must be read in conjunction with Vol. A Project Process Checklist. Particular attention must be given to obligations relating to:

- Communication with, and distribution of documentation to UoA stakeholders
- Documentation and certification obligations at milestone checkpoints throughout the project.

This section is broken into parts:

- General Documentation Requirements
- Glossary of Terms
- Workflows
- Schedules
- Appendix

3.1 General Documentation Requirements

This section outlines the specific technical requirements for Documentation within the UoA Design Standards. This section relates to documentation produced during all phases of projects.

Documentation, as it is referred to in this Volume, refers to all types of project specific documentation including, but not limited to:

- Drawings (pdf, CAD and hand drawn markups)
- Document Transmittals
- Photos (including photographic surveys)
- BIM (Building Information Models)
- Surveys
- Specifications
- Registers / Schedules
- Room Data Sheets
- Manuals - Technical Disciple and O&M Manuals
- Reports
- Statutory Documentation
- other Supporting Documentation

3.1.1 Purpose of documentation

The University of Adelaide maintains records of all owned and occupied facilities. It is critical that the University maintain accurate and detailed documentation of works undertaken, accordance with this Volume of the Standards, for the following reasons:

To track, and charge occupants for "live" space usage (the current live space utilisation data base includes in excess of 450 buildings and 26,000 rooms/ spaces)

- To track and manage utilisation and booking of spaces to ensure optimum efficiency
- To establish lessons- learned and continually improve the quality of building stock on campus and the process of project delivery
- To manage and maintain building stock
- To ensure a readily accessible indexed data base of existing conditions documents for use in planning future projects
- To ensure complete and accurate records for project and works

3.1.2 Scope of documentation

The scope of documentation will vary within Projects due to the Project:

- Type
- Extent
- Complexity
- Scope
- Subject matter
- Timing

All Projects will communicate and clearly identify the following via Documentation:

- existing condition
- demolition works
- modified works
- new works
- phases/stages (if applicable)
- areas excluded from works
- all Discipline items, elements, equipment, products, construction, details etc needed to complete the project

3.1.3 Timing for Delivery of Documents

Project Documents may have different delivery dates and lifecycles (multiple times the document is updated and submitted) though a project. The timing will be specific to the individual project and its scope of works. A guide of timings is available in:

- UofA - Design Standard Volume A Part 3
- Design Objectives & Scope Of Services

3.1.4 Departures

Refer to UoA Design Standards A. Project Process Checklist. Clause 2.3 Departures. All departures including those from this Standard will need to be clearly documented and communicated.

3.2 Glossary of Terms

3.2.1 Numbering and Naming of facilities

All campuses/sites, buildings, levels, rooms and spaces where the University of Adelaide have occupancy, or have previously occupied, must be numbered and named in accordance with this Standard.

This includes accommodation that is new, deleted, retained, re-assigned to a new user, subdivided, or modified. This also includes spaces within leased accommodation (for example in hospitals), however in this instance base-building numbering and naming conventions may take precedence over UoA conventions as directed by UoA.

Review and written approval by UoA, of campus, building, level and room/space numbering must occur prior to moving into the Tender or Contract Documentation Phase of the project, to ensure compliance with this Standard.

3.2.2 Site/ campus code

The campus/ site code and name code follows a logical two alpha system.

For example:

NT	North Terrace
RW	Roseworthy
WT	Waite
WE	West End Health Precinct

3.2.3 Building code

The building code is made up of the Campus/Site Code (2 alpha system), followed by the building number (typically 2, or in the case of Roseworthy 3, numbers).

For example:

NT20	North Terrace- Building 20 (The Braggs)
RW017	Roseworthy Campus- Building 017 (College Hall)
WT74	Waite Campus- Building 74 (Waite Building)

3.2.4 Floor code

The floor code convention follows the 2 alpha OR 2 numeric conventions.

For example:

BA	Basement
GN	Ground
01	Level 1 (can vary – building specific)
02	Level 2 (can vary – building specific)

3.2.5 Room / Space Numbering and Naming

All rooms, spaces between rooms (for example circulation spaces), external building spaces must be numbered and named in accordance with this Standard.

Room naming follows the Go9 Data Dictionary Standard. The name is allocated based on the generic description of the space type, followed by the specific description, for example “Office - PHD” or “Laboratory - Laser “. Where a specific description does not exist, the generic description is used alone, for example “Kitchen”, “Utility”, or “Compactus”.

All new and modifications of room numbering shall be controlled by UoA.

3.2.6 Unique Room Identifier (Loccode)

It is critical that the numbering conventions outlined in this Standard are adhered to, because it is from these numbers (Campus Code- Building Code- Floor Level Code- Room Number) that a unique identifier or "Loccode" similar to a bar code is generated for each room.

example NT-NT05-04-207

This "Loccode" is used to identify the room and its attributes in the UoA Facilities and Space Management Database and other Applications. Room attributes include such things as condition, assets, people, room type, occupancy, capacity, space charging. Tracking of these attributes forms the basis for the development of management and maintenance strategies across all infrastructure facilities at the University.

3.2.7 Area

The areas listed below are generally defined by the UoA Method of Measurement and captured digitally in the drawing models. Noting that the University method outlined differs from that used in the commercial sector.

- UFA – Usable Floor Area (within a room)
- GFA – Gross Floor Area (per floor)
- GBA – Gross Building Area (per floor)
- NLA – Usable Floor Area (per floor)

Refer to UoA Method of Measurement documentation

https://www.adelaide.edu.au/infrastructure/services/space-management#unispace-reference-material-

3.2.8 Capacity

Maximum capacity of rooms/space must be provided for all new and modified spaces. Capacity is based on the as designed solution, taking into account all technical disciplines (e.g. services loading, fire and life safety provisions, amenities provisions etc.).

This is not necessarily the same as "occupancy".

Captured in the official UoA "Space Date Collection" form, required information includes:

- UFA (refer 3.2.1 clause above)
- As-designed space type classification (BCA/ NCC) and m2/ person (where applicable)
- Maximum capacity (people)

3.2.9 Occupancy

Proposed occupancy information must be provided for all new and modified space. This is not the same as maximum capacity (refer clause 3.2.2 of this Volume). Occupancy information must include (where applicable or available):

- Number of proposed occupants for the space
- Details (Faculty/Division - School/Branch - Department) (as per the UoA Organisation Structure) of the existing occupant and to where they are moving (Building/Floor/ Room)
- Details (Faculty/Division - School/Branch - Department) (as per the UoA Organisation Structure) of the proposed occupant and from where they have moved (Building/Floor/ Room)
- Name, UoA Identification and full time equivalent (FTE) status of staff member.

Refer to UoA "Space Date Collection" form

3.2.10 As Built (record) documentation

As Built documentation for each technical discipline must be produced by the consultant/ contractor team for all projects.

Types of documentation may include (but not limited to)

- Drawings
- Specifications
- Schedules

- Register of documents
- and all other supporting documentation

The As Built documentation is an integral part of the Operation and Maintenance Manual (O&M Manuals) produced as part of the post-construction documentation set.

The As Built documentation must be certified as compliant with the Standard (this document) as part of the certification process outlined in clause 2.4 and 3.3.4 of this Volume.

As Built documentation must meet the following requirements:

a. Documentation must be an accurate reflection of the "As Built" project at the time of practical completion.

b. This includes all information contained in the "For Construction" and execution of the contract documentation package including:
   - Existing
   - Demolished / Removed
   - Modified
   - New elements
   - as well as any revisions, contract variations and instructions that occurred during the construction period.

c. Changes that occur during the construction period must be fully incorporated into the documentation (eg manuals, drawings and specification) and must not be appended as a separate document or register. It is critical that all information pertaining to the construction of University facilities is easily retrievable without the need to search though construction correspondence.

d. Changes, works, defect or rectifications that occur during the post-construction period must be fully incorporated into the documentation

e. All Consultant must allow time and resources to carry out these changes during the course of the construction period to ensure "As- Built" documentation is available at the achievement of practical completion.

3.3 Appendix

3.3.1 Documentation - Deliverables

This document outlines the minimum deliverables and requirements all projects need to achieve in order to have Documentation accepted by The University of Adelaide.

3.3.2 Documentation – Deliverable Timing

This document outlines the deliverable timing requirements all projects need to achieve in order to have Documentation accepted by The University of Adelaide.

3.3.3 Documentation - Document Detail Matrix

This Register lists Documentation Types that maybe required to be delivered during the Project. It lists:

- Documentation Name
- Documentation Type
- Lifecycle – does the document get used multiple times in the project
- Template or "minimum requirements" available
- Timing/Phase for Delivery of Documents (to be read in-conjunction with Standard Volume A. Project Process Checklist)

3.3.4 Documentation - Document Lifecycle

This document outlines the document details and key responsibilities in the lifecycle of documents.

3.3.5 Documentation - Checklist for Projects

This document outlines the items and elements (but not limited to this list) that UoA will validate Documentation against. Especially when documentation is submitted for Post Construction review

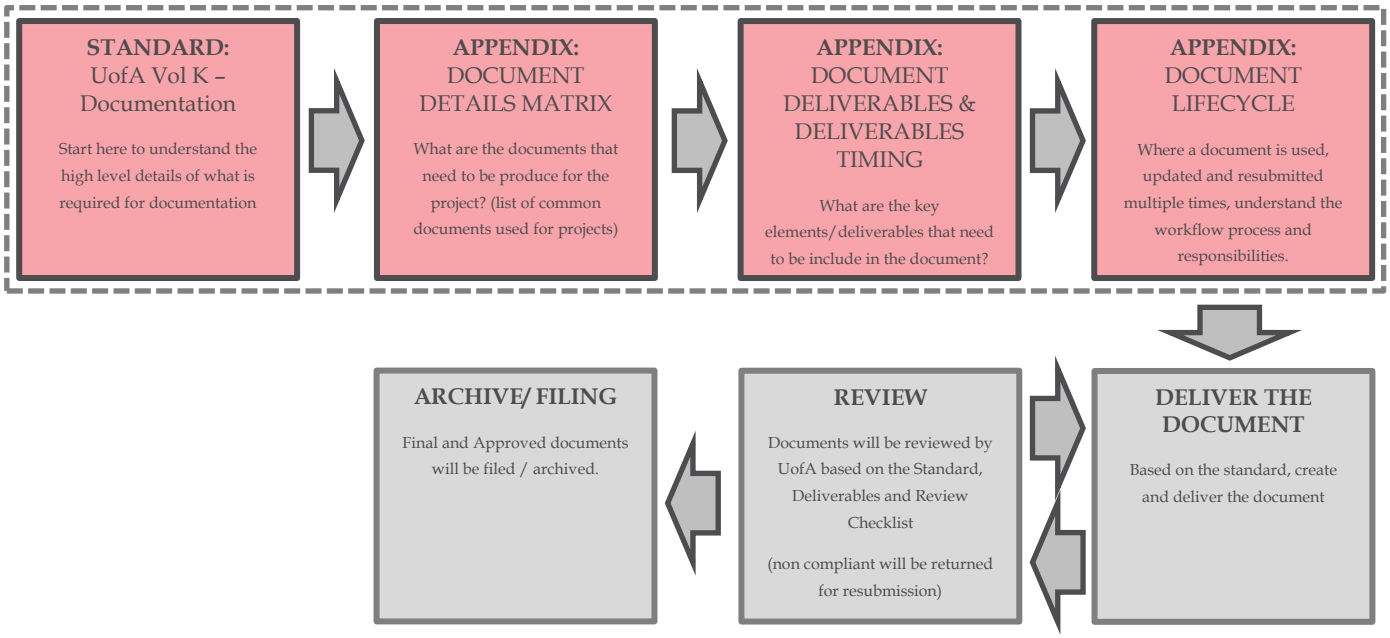
3.3.6 Documentation - O&M Manual Review Matrix

This document outlines the items required for O&M Manual submissions including:

- Responsibilities of Document Author and Reviewers (high level)
- Reviewer(s) responsible for reviewing the submitted documents
- Manual sections to be provided by author for "Post Construction Documentation submission / Aconex Workflow"

3.4 Workflow

How to use the Volume K documents



DOCUMENT DELIVERABLES

Revision log

Current issue

K. Documentation - UoA Design Standards – Appendix: **Document Deliverables**

Previous issues

Version	Authors	Description/ updates	Revision	Date
-	-	-	-	-

List of revised items

Version	Authors	Revised items	Date
1.0	Matt Schapel, Business Services & Improvement, UoA	New document	Oct 2022

DOCUMENT DELIVERABLES

Description

This document outlines the minimum **requirements** Documentation need to achieve in order to be accepted by The University of Adelaide | Division of Operations | Infrastructure Branch.

DOCUMENT	REQUIREMENTS
General	Details of Project (Stored, maintaining and shared within Infrastructure Systems) and include • Official UofA Project Number • Official UofA Project Name • Official UofA Project Description
1.0 **All Documentation**	All documents regardless of: • Project Type • Extent • Complexity • Scope • Subject matter • Project Phase • Timing Documents shall have the following clearly identified: • UofA Project Number • UofA Building numbers and naming • UofA Floor numbers and naming • UofA Room numbers and naming • Revisions/dates • Issue type/reason • Document author • Discipline Type (eg Architectural, Electrical etc) • UofA Project Manager (where applicable) Project scope shall be clearly identified and documented to include: • existing • demolition • modified • new • phases/stages (if applicable) • areas excluded from works • all Discipline items, elements, equipment, products, construction, details etc needed to complete the project Documents shall have the documentation revision and description/ Issue type/reason clearly identified and will be industry accepted terms eg: • Preliminary • Tender • For Construction • For Approval • As Built (or Record Set, or As Constructed) – (these are the only revision types acceptable for inclusion in O&M Manual) • etc
2.0	Documents transmitted via' electronic transmission' and shall include all support files.

DOCUMENT	REQUIREMENTS
Transmittals	**Tool** • Aconex is to be used for all Document Management for Projects. • Other bulk file transfer application maybe used by only used by negotiation with Project PM **Register** • Documents shall have an electronic “Document Transmittal” **Document Transmittal** Must contain the following: • Document / Drawing Name • Revisions/dates • Issue type/reason • Document author • Drawing Discipline • File type • Name of Document recipient **ZIP files** • Documentation may be transmitted via ZIP files • File name must include the UofA Project Number • File name must include the date
3.0 **Drawings - CAD**	In addition to the “All Documentation” requirements, CAD drawings shall reflect their published PDF drawings and have the following: **scope** • Include an entire floor plan of the building (project in context) **xrefs** • NO xref’s or external support files, all files to have xref bound (images exempt) **layers** • All elements within the drawings to be BYLAYER for colour and line type. **blocks** • All blocks of the same element to have same ‘block name’ • All blocks to be created with BYLAYER colours and linetypes. **layouts** • one layout / tab per drawing file (*.dwg) (no multiple tabs – split out drawing set) **paper sizes** • Only standard "A" or "B" sized paper sizes shall be used. (A0, A1, A2, A3, A4 or B1 only) **scale** • drawings created at 1:1 scale • all layouts with industry standard scales (eg 1:10, 1:20, 1:50, 1:100, 1:200 etc) **file/folder name** • File name must include the UofA Project Number • File name must include the Drawing Number **area polylines** • Area polylines for UFA, GBA, GFA and NLA must be closed and have no ‘z’ values or extrusion values. **CAD management** • All drawings shall be purged and audited, free of errors and surplus information. • Any unused drawings elements to be removed. **CAD format** • All drawings shall be provided in Autodesk Autocad version 2017

DOCUMENT	REQUIREMENTS
4.0 **Drawings - PDF**	In addition to the "All Documentation" requirements, PDF drawings shall accurately reflect their CAD drawings and have the following: **layers** • All pdf drawings to have NO layers - i.e. a flattened pdf **paper sizes** • Only standard "A" or "B" sized paper sizes shall be used. (A0, A1, A2, A3, A4 or B1 only) **scale** • All pdf drawings to be printed at the same size as the title block states (i.e. no scale to fit prints) **file name** • File name must include the UofA Project Number • File name must include the Drawing Number
5.0 **Drawings – Handmark Ups**	In addition to the "All Documentation" requirements, legible hand drawn or digital documents shall have the following: **file format** • pdf format **paper sizes** • Only standard "A" or "B" sized paper sizes shall be used. (A0, A1, A2, A3, A4 or B1 only) **file name** • File name must include the UofA Project Number • File name must include the Drawing Number
6.0 **Photos**	In addition to the "All Documentation" requirements photos shall have the following: **identification** • All photos must be identifiable (via file name) and can include accompanying legend or plan of photo locations **file name** • File name must include the UofA Project Number • File name must include the Site/Building/Room Numbering **resolution** • Provide both High and Low Resolution version of all photos
7.0 **BIM**	BIM 'model' to be supplied as part of the documentation milestones. In addition to the "All Documentation" requirements, BIM 'models' shall have the following: **drawings - CAD** • Shall comply with "Drawings – CAD" requirements • 2D CAD models of each 'drawings sheet' shall be provided
8.0 **Reports**	In addition to the "All Documentation" requirements, **reports** shall have the following: **file type** • Searchable PDF version **identification** • Consistent referencing (footers, headers etc) • Content page /Index • Links to sections for easier navigation **scope** • Include all relevant appendices, drawings and documents in one file

DOCUMENT	REQUIREMENTS
9.0 Manuals	In addition to the "All Documentation" requirements, **manuals** shall have the following: **template** • Created from current UofA template **file type** • Searchable PDF version **Identification** • Consistent referencing (footers, headers etc) • Content page /Index • Links to sections for easier navigation • Official 'Project Description' (consistent across manuals with additional Discipline specific description) **scope** • Include all relevant appendices • Include only relevant material or highlight relevant material used/incorporated in project • Include all relevant DRAWINGS – PDF within the document • Include all relevant DRAWINGS – PDF and DRAWINGS (CAD separate to the document) • Include all relevant Document Registers
10.0 Specifications	In addition to the "All Documentation" requirements, **specifications** shall have the following: **file type** • Searchable PDF version **identification** • Consistent referencing (footers, headers etc) • Content page /Index • Links to sections for easier navigation **scope** • Include all relevant appendices in the one file
11.0 Registers / Schedules	In addition to the "All Documentation" requirements, **registers / schedules** shall have the following: **template** • created from current UofA template (where available) **sign off:** • where required, be signed and dated by all relevant parties **file type** • raw Microsoft excel (*.xls or*.csv) format • Searchable PDF version **identification** • Consistent referencing (footers, headers etc) • Content page /Index • Links to sections for easier navigation **functionality** (where available in UofA templates) use the provided: • all tabs • all fields • use pull down options

DOCUMENT DELIVERABLES

Revision log

Current issue

K. Documentation - UoA Design Standards – Appendix: **Document Deliverables Timing**

Previous issues

Version	Authors	Description/ updates	Revision	Date
-	-	-	-	-

List of revised items

Version	Authors	Revised items	Date
1.0	Matt Schapel, Business Services & Improvement, UoA	New document	Oct 2022

DOCUMENT DELIVERABLE TIMING

Description

This document outlines the **deliverable timing requirements** all projects need to achieve in order to have Documentation accepted by The University of Adelaide | Division of Operations | Infrastructure Branch.

Refer to Project Contract for Timing Requirements

DOCUMENT	TIMING REQUIREMENTS (minimum)	COMMENTS
O&M Manual 50% Review submission	50% through construction period • **Refer to Contract**	Date to be documented at Project Start-Up meeting.
O&M Manual 95% Review submission (for provisional PC)	2 working days prior to PC date – minimum • **Refer to Contract**	Date to be documented at Project Start-Up meeting.
O&M Manual 100% Review submission & 100% Final submission	3 months after PC date – maximum • **Refer to Contract**	Date to be documented at Project Start-Up meeting.
Asset Register	10 business days prior to PC date - minimum	100% complete and compliant
Space Charge Floor Plan & Data Documentation	10 business days prior to PC date - minimum	Date to be documented at Project Start-Up meeting. Provide Space Charge Floor Plans and Space Data Capture Spreadsheet.
ESP (Essential Safety Provision) Documentation	10 business days prior to PC date - minimum	Date to be documented at Project Start-Up meeting.

UofA Standard
Volume K - Documentation

Name
Document Details Matrix

Description
This document outlines:
1. Documents listed in Volume A (but not limited to)
2. How the Documents are to be Provide to UofA (Deliverable)
3. If template available
4. Timing Of Documentation (ie Phase)

Refer
UoA Standards Volume A

DOCUMENT DETAILS MATRIX
K. Documentation - UoA Design Standards – Appendix:

Previous issues

Version	Authors	Description/ updates	Revision	Date
-	-	-	-	-

List of revised items

Version	Authors	Revised items	Revision	Date
1.0	Matt Schapel, Business Services & Improvement, UoA	New document	-	Oct-22

Document Name (extracted from Standards Vol A and existing Vol K)	**Documentation Type** (refer to Vol K Documentation Deliverables)	**Documentation Type** (refer to Vol K Documentation Deliverables)	**notes**	**Lifecycle** (document has a lifecycle)	**UofA template available**	**Timing for Delivery of Documents - PHASE**									
						F - FEASIBILITY	SU - START-UP	BR - DETAILED BRIEFING	CD - CONCEPT DESIGN	DD - DESIGN DEVELOPMENT	DOC - CONTRACT DOCUMENTATION	TEN - TENDER	CON - CONSTRUCTION	HO - HAND-OVER	OM - OCCUPATION MANAGEMENT AND MAINTENANCE
Asset Identification and Labelling / Asset/ Equipment Register	11.0 Registers / Schedules			YES	YES										
Backlog Maintenance Register	11.0 Registers / Schedules														
Building Evacuation Plans	4.0 Drawings - PDF	3.0 Drawings - CAD		YES											
Building Evacuation Procedures	8.0 Report														
Building Rules Consent and Final Development Consent	8.0 Report														
Building User Guide / User Training	8.0 Report	11.0 Registers / Schedules	documented as part of O&M												
Certificate of Final / Practical Completion	8.0 Report			YES	YES										
Certification - Design Review Panel Endorsement	8.0 Report														
Certification of Compliance - project based compliance (Departures, Design Standards etc)	8.0 Report	11.0 Registers / Schedules		YES	YES										
Certification of Compliance - required statutory certification documentation	8.0 Report / 11.0 Registers / Schedules				YES										
Checklist - As Built Documentation	11.0 Registers / Schedules				YES										
Consultant Evaluation Matrix	8.0 Report	11.0 Registers / Schedules													
Consultant Tender - (various documents)	varies	varies		YES											
Contract Documentation Packages - all documentation, all disciplines all phases	3.0 Drawings - CAD	4.0 Drawings - PDF		YES											
Cost Estimate	8.0 Report		also refer to as Cost Management Report / Cost Plan & Programme	YES											
Defects Schedule	11.0 Registers / Schedules			YES											
Design Review Panel Infrastructure - DRP - Terms Of Reference	8.0 Report														
Detailed Return Brief	8.0 Report		also Return Brief												
Heritage Impact Statement	8.0 Report														
Lessons Learned Workshop / Documentation	11.0 Registers / Schedules				YES										
Letter of Endorsement of Practical Completion	8.0 Report														
Maintenance Frequencies Schedule (	11.0 Registers / Schedules		also Maintenance Tasks Schedule		YES										
Notice of Construction Start- Up	8.0 Report		also Notification of Construction Start		YES										
O&M Manual (Operation and Maintenance Manuals per Discipline)	9.0 Manual			YES	YES										
Post - Occupancy assessment and reporting - Sustainability initiatives	8.0 Report														
Practical Completion and Hand-over Schedule	8.0 Report														
Pre - Tender Estimate	8.0 Report														
Procurement programme	11.0 Registers / Schedules			YES											
Project Budget / Project Cost Plan	8.0 Report			YES											
Project Delivery Communications Proforma	8.0 Report														
Project Management Instructions	8.0 Report														
Project Management Plan	8.0 Report			YES											
Project Pre-feasibility Statement	8.0 Report														
Project Quality Plan	8.0 Report														
QA Checklist (Phase 1-8)	8.0 Report	11.0 Registers / Schedules		YES	YES										
RFI and RFI response	8.0 Report														
Risk Management Plan	8.0 Report	11.0 Registers / Schedules		YES											
Risk Register	8.0 Report	11.0 Registers / Schedules		YES											
Room Data Sheets	8.0 Report	4.0 Drawings - PDF		YES	YES										
Safety in Construction	11.0 Registers / Schedules		also called Risk Register / Safety in Design / Safety in Design Project Risk Reg	YES	YES										
Space Data Scheduling - Area, Capacity, Occupancy	11.0 Registers / Schedules			YES	YES										
Stakeholder Engagement Plan / Stakeholder Consultation Plan	8.0 Report			YES											
Strategic Project Brief	8.0 Report														
Tender packages (Project Scope, Project Procurement Program and Project Budget)	varies														
Traffic Management Plan	8.0 Report	4.0 Drawings - PDF		YES											
UniSpace Building/ Room Numbering Plan	11.0 Registers / Schedules	4.0 Drawings - PDF													

DOCUMENT DELIVERABLES

Revision log

Current issue

K. Documentation - UoA Design Standards – Appendix: **Document Deliverables**

Previous issues

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1.0	Matt Schapel, Business Services & Improvement, UoA	New document	Oct 2022

DOCUMENT LIFECYCLE

Description

This document outlines the lifecycle of documentation need for projects. To be read in conjunction with UofA Standards Vol K and Document Deliverables.

Contents

DOCUMENT LIFECYCLE - HOW TO USE THIS DOCUMENT 3
SPACE DATA – ROOM NUMBERING / SPACE DATA COLLECTION 4
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TRAFFIC MANAGEMENT PLAN 33

DOCUMENT LIFECYCLE - HOW TO USE THIS DOCUMENT

DOCUMENT [insert the documentation name/type]

USE	**Description of how the documentation is used**
DETAILS	Detail of the document
TEMPLATE	UofA template if available
FORMAT (PROVIDED)	In what format is the UofA Template is provided
RISK	Explains the risks associated with NOT providing quality documentation.

LIFECYCLE PROCESS

Phase [insert the project phase that documentation relates to]

RESPONSIBLITY	ACTION	RECIPIENT
Who is responsible	Responsible party action	**Who receives the action**

SPACE DATA – ROOM NUMBERING / SPACE DATA COLLECTION

USE	Room Numbering / Space Data Collection
DETAILS	Room/Space Numbering - All rooms, spaces between rooms (for example circulation spaces) and other spaces must be numbered and named in accordance with UofA Standards. Space Data Collection Documentation detailing the Area, Capacity, and Occupancy shall be issued during the Project The Space Data must accurately reflect the proposal at that time and be updated as subsequent versions of that drawing are issued and include: (refer glossary of terms) • Room Areas (UFAm2) • Floor Areas (GBAm2, GFAm2, NLAm2) • Capacity – maximum capacity of the spaces • Occupancy – who is now occupying the spaces • etc
DOCUMENT DELIVERABLE	**Registers** **Drawings - PDF**
TEMPLATE	document issued on request to BSI Team
TEMPLATE FORMAT (PROVIDED)	*.xlsx
RISK	Information is used to populate the live UniSpace-Home / Archibus System. Incomplete, inaccurate or non-receipt of information will increase the gap between what has been reality and records.
REFERENCE	University of Adelaide Methods of Measurements Reference Guide.
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Architectural Consultant	Provide "Preliminary" Architectural floor plans **Drawings - PDF**	**UofA CPFM**
UofA CPFM	Provide "Preliminary" Architectural floor plans **Drawings - PDF** and request room numbering	**UofA BSI Team**
UofA BSI Team	Review, assign/deallocated room numbers and document on Project Space Data Collection Document **Register**	
UofA BSI Team	Transmit Document and supporting documents (internal process)	**UofA CPFM**
UofA CPFM	Review, approve, distribution to all stakeholders, with supporting documents.	**All stakeholders**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Architectural Consultant	Complete Project Space Data Collection **Register** with all project information	
Architectural Consultant	Transmit completed Project Space Data Collection Document **Register**	**UofA CPFM**
UofA CPFM	Review and provide completed **Register** **(* note this is to accompany Drawings – CAD floor plans)**	**UofA BSI Team**
UofA BSI Team	Review and incorporate data in to UniSpace Systems for Record and live Space Charging	**UofA Infrastructure**

SPACE DATA - FLOOR PLANS

USE	**Architectural CAD plans for inclusion in UniSpace floorplans and data**
DETAILS	Before Practical Completion (or occupation), the consultant must provide Architectural floor plans (only) that include the official Room Numbering, with: • numbered workstations • furniture layouts • Space Data spreadsheet • designated/drawn CAD polylines representing Areas (UFAm2, GBAm2, GFAm2, NLAm2) there changed/updated to enable immediate update of the room data base. This is essential for live tracking and charging of occupants for space usage. (This is not the same as "As-built" documentation.)
DOCUMENT DELIVERABLE	**Drawings – CAD** **Registers / Schedules**
TEMPLATE	n/a – consultants drawings provided to UofA
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	Information is used to populate the live UniSpace-Home / Archibus System. Incomplete, inaccurate or non-receipt of information will increase the gap between what has been reality and records.
REFERENCE	University of Adelaide Methods of Measurements Reference Guide.
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Architectural Consultant	Provide final "For Construction" Architectural **Drawings – CAD and Space Data Capture**	**UofA CPFM**
UofA CPFM	Transmit final "For Construction" Architectural **Drawings – CAD and Space Data Capture**	**UofA BSI Team**
UofA BSI Team	Review and incorporate **Drawings – CAD and Space Data Capture** in to UniSpace Systems for Record and live Space Charging	
UofA BSI Team	Provide confirmation of update	**UofA CPFM**
UofA CPFM	Review, approve, distribution to all stakeholders, with supporting documents.	**All stakeholders**

ROOM DATA SHEETS

USE	**Register of all room and assets within a project for design signoff and project review**
DETAILS	Room data sheets are required to be produced as part of the contract documentation (for- construction) package, for all construction projects, with the exception being those projects that are very simple, involve a single discipline, or deemed as exempt by the Associate Director, Capital Projects Delivery. The Room Data Sheet and Space Data Schedule may be combined, however if this is the case, the document must be formatted to ensure easy retrieval of archival Space Data by UoA staff at the completion of the project.
DOCUMENT DELIVERABLE	**Registers** **Drawings - PDF**
TEMPLATE	n/a – consultants documents
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	Information is used to populate the live UniSpace-Home / Archibus System. Incomplete, inaccurate or non-receipt of information will increase the gap between reality and records.
REFERENCE	
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

ASSET / EQUIPMENT REGISTER

USE	-
DETAILS	The University maintains Asset and Equipment Registers that record both removed/ demolished items and new items. • The existing schedule must be issued by the UoA Project Manager to Consultants at the commencement of the project (as required) as a reference. • Amendments to the registers must be proposed as part of the design and documentation process by the Consultant. • Allocation of equipment and asset numbers will made by UofA CPFM for inclusion in the project documentation. • Refer relevant Volume of the Standard for asset labelling requirements as they relate to the various technical disciplines. • Schedules for Asset Register template. Update of the master asset/ equipment registers will be made by the UoA based on the post construction documentation package containing the as-built information.
DOCUMENT DELIVERABLE	**Registers** **Drawings - PDF**
TEMPLATE	Contractors and Consultants web portal
TEMPLATE FORMAT (PROVIDED)	*.xlxs
RISK	Information is used to populate the live UniSpace-Home / Archibus System. Incomplete, inaccurate or non-receipt of information will increase the gap between what has been reality and records.
REFERENCE	
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
UofA CPFM	Transmit **Asset Register Template** and listing of Current Assets in building, applicable to the project	**Contractor/Consultant**
Contractor	Distribute **Asset Register Template** and listing of Current Assets to relevant Trade Contractors	**Trade Contractors**
Contractor	Transmit Draft **Asset Register Template**	**UofA CPFM**
UofA CPFM	Transmit Draft **Asset Register Template** to relevant internal stakeholders	**UofA FMs** **Asset Managers**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Contractor	Collate, Coordinate and Complete **Asset Register** with all project information. Transmit coordinated **Asset Register** prior to PC Date	**UofA CPFM**
UofA CPFM	Transmit **Asset Register Template** to relevant internal stakeholders	**UofA FMs** **Asset Managers**
Contractor	Collate, Coordinate and Complete **Asset Register** with all project information. Transmit coordinated **Asset Register** within standard O&M Manual for Review	**Aconex Workflow**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

O&M MANUALS

USE	Operation and Maintenance Manuals for ongoing Facilities Management
DETAILS	The operation and maintenance (O&M) manual forms part of the post-construction documentation package for all projects. It is typically prepared by the appropriate consultant for each of the technical disciplines/ asset types and inserted into the overarching Builders Manual. The author of the document must have the relevant experience in the operation and maintenance of the installation. Integral to the O&M Manual is the as-built documentation (drawings), which must be prepared and certified by the relevant consultant for each technical discipline/ asset type. The O&M manual specific to each discipline/ asset type, must be comply with UofA Standards, and be issued for review and acceptance. The content must be technically accurate at the time of installation.
DOCUMENT DELIVERABLE	**Manual** **Transmittal** **Drawings – PDF** **Drawings – CAD** **Specification** **Registers / Schedules** **Reports** **Drawings – Handmark Ups**
TEMPLATE	Refer Contractor/Consultant web portal
TEMPLATE FORMAT (PROVIDED)	yes
RISK	Information is used to populate the live UniSpace-Home / Archibus System. Incomplete, inaccurate or non-receipt of information will increase the gap between reality and records.
REFERENCE	
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Refer to separate O&M Manual workflow and timing within Aconex (project specific workflow)

ESP - EVACUATION PLANS

USE	**ESP (Essential Safety Provisions) - Evacuation Plans**
DETAILS	On site physical Evacuation Plans will be updated at Practical Completion and form part of the Post Construction Documentation. Physical plans will be installed in the building and a record set provided to UofA for archiving.
DOCUMENT DELIVERABLE	**Drawings – PDF**
TEMPLATE	n/a
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	Information is used for Building Evacuation
REFERENCE	Refer to Service Provider contractual arrangements and compliance regulations
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
UofA CPFM	Transmit Final Floor Plans to Service Provider	**Service Provider**
Service Provider	Create and Transmit new Documentation (install hardcopies in project space)	**UofA CPFM**
UofA CPFM	Review and provide documentation	**UofA BSI Team**
UofA BSI Team	Review and incorporate data in to UniSpace Systems for Record	**UofA Infrastructure**

ESP/FBP – FIRE BLOCK PLANS

USE	**ESP (Essential Safety Provisions) – Fire Block Plans**
DETAILS	Where Fire ESP has been changed or modified in a project, the FBP will be updated at Practical Completion and form part of the Post Construction Documentation. UofA will be provided with a full set of revised documentation including all addressable device details. UofA will update the master ESP-FBP documentation (hard copy and record copy) for inclusion in Building Fire Indicator Panels
DOCUMENT DELIVERABLE	**Drawings – PDF** **Drawings – Handmark Ups**
TEMPLATE	Existing documentation available
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	Information is critical for Fire and Life Safety
REFERENCE	Refer to Service Provider contractual arrangements and compliance regulations
FILING	Internal filing – UniSpace-Archives

LIFECYCLE PROCESS

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
UofA CPFM	Transmit Space Charge Floor Plans to Service Provider	**Service Provider**
Service Provider	Create and Transmit new Fire Block Plan Documentation (install temporary hardcopies in project space)	**UofA CPFM**
UofA CPFM	Review and provide documentation	**UofA BSI Team**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Service Provider	Create and Transmit new Fire Block Plan Documentation (install temporary hardcopies in project space)	**UofA CPFM**
UofA CPFM	Review and provide documentation	**UofA BSI Team**
UofA BSI Team	Review, update master documents and incorporate data into UniSpace Systems for Record	**UofA Infrastructure**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Departure Schedule in O&M Manual	**Refer O&M Manual details**
UofA BSI Team	Review and incorporate data in to UniSpace Systems for Record	**UofA Infrastructure**

ESP – ESSENTIAL SAFETY PROVISION PLANS

USE	**ESP (Essential Safety Provisions) – various disciplines**
DETAILS	Where ESP documentation has been changed or modified in a project, the ESP will be updated prior to Practical Completion. UofA will be provided with a full set of revised documents. UofA will update the master ESP documentation (record copy) ESP documents include: • ESP – Fire Doors & Compartmentation • ESP – Egress Lift & Exit Signs & Emergency Lighting • ESP – Fire Sprinklers FHR & Fire Hydrants • ESP – Portable Fire Extinguishers • ESP – Smoke Spill Fans & Fire Dampers
DOCUMENT DELIVERABLE	**Drawings – PDF** **Drawings – Handmark Ups**
TEMPLATE	Existing documentation available
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	Information is critical for building records
REFERENCE	Refer to Service Provider contractual arrangements and compliance regulations
FILING	Internal filing – UniSpace-Archives

LIFECYCLE PROCESS

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
UofA CPFM	Request information / communicate new project	**UofA BSI Team**
UofA BSI Team	Transmit set of existing ESP documentation	**UofA CPFM**
UofA CPFM	Transmit set of existing ESP documentation	**Consultants**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Create and Transmit ESP Documentation (marked up version of existing ESP documents)	**UofA CPFM**
UofA CPFM	Review and transmit	**UofA BSI Team**
UofA BSI Team	Review, update master documents and incorporate data into UniSpace Systems for Record	**UofA Infrastructure**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Departure Schedule in O&M Manual	**Refer O&M Manual details**
UofA BSI Team	Review and incorporate data in to UniSpace Systems for Record	**UofA Infrastructure**

STAKEHOLDER SIGNOFF

USE	**-**
DETAILS	In accordance with Volume A Project Process Checklist and parts 1 and 2 of this document, throughout the project delivery process, milestone documentation issues must be reviewed and signed off by UoA and stakeholders, prior to proceeding to the next phase, or in the case of the final post- construction milestone, prior to the approval of payment of the final consultants invoice. When a document is issued for UoA stakeholder approval, for example at a mandatory milestone checkpoint, the method for recording that approval may be by way of either: 1. A sign-off schedule located on, or appended to the document. Refer to Section 4. Schedules of this document for Sign-off templates; or for smaller projects; OR 2. Written correspondence confirming the document code and issue information as described above.
DOCUMENT DELIVERABLE	**-**
TEMPLATE	n/a
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	-
REFERENCE	-
FILING	Internal filing - TBA

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**
UofA BSI Team	Review and incorporate data in to UniSpace Systems for Record	**UofA Infrastructure**

DEPARTURE SCHEDULE

USE	**-**
DETAILS	In accordance with Volume A Project Process Checklist and parts 1 and 2 of this document, throughout the project delivery process, milestone documentation issues must be reviewed and signed off by UoA and stakeholders, prior to proceeding to the next phase, or in the case of the final post- construction milestone, prior to the approval of payment of the final consultants invoice. When a document is issued for UoA stakeholder approval, for example at a mandatory milestone checkpoint, the method for recording that approval may be by way of either: 1. A sign-off schedule located on, or appended to the document. Refer to Section 4. Schedules of this document for Sign-off templates; or for smaller projects; OR 2. Written correspondence confirming the document code and issue information as described above.
DOCUMENT DELIVERABLE	**-**
TEMPLATE	n/a
TEMPLATE FORMAT (PROVIDED)	n/a
RISK	-
REFERENCE	-
FILING	Internal filing – UniSpace-Archives

LIFECYCLE PROCESS

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Document all agreed Departures for signoff	**UofA CPFM**
	To be completed by CPFM	

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Document all agreed Departures for signoff	**UofA CPFM**
	To be completed by CPFM	

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Departure Schedule in O&M Manual	**Refer O&M Manual details**

BUILDING EVACUATION PLANS

USE	Critical evacuation plans for building occupants
DETAILS	
DOCUMENT DELIVERABLE	
TEMPLATE	**Drawings – PDF**
TEMPLATE FORMAT (PROVIDED)	Contractors template
RISK	
REFERENCE	
FILING	Internal filing – UniSpace-Archives

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

CERTIFICATE OF FINAL / PRACTICAL COMPLETION

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

PROJECT BUDGET / PROJECT COST PLAN

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

PROJECT MANAGEMENT PLAN

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

QA CHECKLIST (PHASE 1-8)

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

RISK MANAGEMENT PLAN / RISK REGISTER

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

SAFETY IN CONSTRUCTION

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

STAKEHOLDER ENGAGEMENT PLAN / STAKEHOLDER CONSULTATION PLAN

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

TRAFFIC MANAGEMENT PLAN

USE	**To be completed by CPFM**
DETAILS	**To be completed by CPFM**
DOCUMENT DELIVERABLE	**To be completed by CPFM**
TEMPLATE	**To be completed by CPFM**
TEMPLATE FORMAT (PROVIDED)	**To be completed by CPFM**
RISK	**To be completed by CPFM**
REFERENCE	**To be completed by CPFM**
FILING	**To be completed by CPFM**

LIFECYCLE PROCESS

Phase Feasibility Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Start-Up Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Detailed Briefing Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Design Development

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Contract Documentation Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Construction Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	**To be completed by CPFM**	**UofA CPFM**

Phase Hand-Over Phase

RESPONSIBLITY	ACTION	RECIPIENT
Consultants	Incorporate signed and dated version of Stakeholder Signoff in O&M Manual	**Refer O&M Manual details**

DOCUMENT CHECKLIST FOR PROJECTS

UofA Standard
Volume K - Documentation

Revision log

Current issue
K. Documentation - UoA Design Standards – Appendix:

Previous issues

Version	Authors	Description/ updates	Revision	Date
-	-	-	-	Jul-22

List of revised items

Version	Authors	Revised items	Date
1.0	Matt Schapel, Business Services & Improvement, UoA	New document	Jul-22

Description
This document:
1. Lists common issues with previous Documetation transmittals (not the complete "deliverable" listing)
2. Requires sign off or comment from the Documentaiton Authors that the Requirements has been achieved, prior to UofA review
3. Allows for UofA Stakeholders to review the "Requirement Achieved" against what has been supplied
4. The List of Requirements / Specification" may change as any time, in accordance with the "Deliverables" document, and reoccuring issues

UofA Project Number	**xxxx-xxxx**
UofA Project Manager	**xxxx**
PC date	**YYYY-MM-DD**

"Requirement Achieved" to be provided by the Author of the document package (Sarah's) BEFORE transmittal to UofA for review

use pull down menu within cells to select

				Requirement Achieved (YES achieved OR N/A if not applicable)												**UofA Infrastructure Stakeholder -** internal use only - check if achieved					
Document Type	**Item Number**	**Details**	**Requirements / Specification**	**Builder (SARAHS)**	**Architectural**	**Civil / Structural**	**Mechanical**	**Electrical**	**Hydraulic**	**Communication**	**Fire**	**Security**	*** other**	*** other**	*** other**	**CPFM - Project Manager**	**CPFM - STO**	**CPFM - Facilities**	**BSI / UniSpace**	*** other**	*** other**
General / All Documentation	**01.01**	**identification**	Critical identification information needs to be included on cover or in the contents - revision, date, author, project location, drawing description, project number, discipline etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General / All Documentation	**01.02**	**scope**	All documentation to include condition/ layout/ location information and identification for existing, demolition and new configuration.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transmittals	**02.01**	**transmittal**	Transmittals of drawings should be done via 'electronic transmission' that includes all support files.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.01**	**xrefs**	Drawings to have NO xref or external support files, all files to have xref bound	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.02**	**layers**	All elements within the drawings to be BYLAYER for colour and line type.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.03**	**blocks**	All blocks to be created with BYLAYER colours and linetypes.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.04**	**layouts**	Layouts - one layout per drawing file (no multiple tabs)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Document Type	Item Number	Details	Requirements / Specification	Builder (SARAHS)	Architectural	Civil / Structural	Mechanical	Electrical	Hydraulic	Communication	Fire	Security	* other	* other	* other	CPFM - Project Manager	CPFM - STO	CPFM - Facilities	BSI / UniSpace	* other	* other
Drawings - CAD	**03.05**	**cleanse**	All drawings shall be purged and audited, free of errors and surplus information. Any unused drawings elements to be removed.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.06**	**standards for printing**	Only standard "A" or "B" sized paper sizes shall be used. (A0, A1, A2, A3, A4 or B1 only)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.07**	**blocks**	All blocks of the same type to be named the same within the drawing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - CAD	**03.08**	**areas**	All refurbishments - Provide a schedule of overall building areas. UFA, GBA, GFA and NLA. (where areas have been effected)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - PDF	**04.01**	**paper size**	All drawings to have 'sheet' size and scale included in the title block	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - PDF	**04.02**	**scale**	All pdf drawings to be printed at the same size as the title block (i.e. no scale to fit prints)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - PDF	**04.03**	**revisions**	All drawings to have the date printed/revision included.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - PDF	**04.04**	**drawing numbers**	A unique drawing number for every drawing/layout for every job	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drawings - PDF	**04.05**	**layers**	All pdf drawings to have NO layers - i.e. a flattened pdf	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mark Ups	**05.01**	**format**	All mark ups of UofA Published drawings shall be completed on the current / latest revision of the drawing.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Photos	**06.01**	**identification**	Clear description / schedule of contents in photo - i.e. building name/room number/aspect etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Photos	**06.02**	**file size**	Provide hi-res and low-res version of each photo, where files size over 3MB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
BIM	**07.01**	**detail**	Provide individual 2D cad file for all BIM plotsheets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reports	**08.01**	**format**	All Reports to be issued as one 'combined' pdf (one file) - including drawings, appendix etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O&M Manuals	**09.01**	**format**	All Manuals to be issued as one 'combined' pdf (one file) - including all drawings, catalogues	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O&M Manuals	**09.02**	**format**	Only relevant drawings and schedules etc. to be included	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Document Type	Item Number	Details	Requirements / Specification	Builder (SARAHS)	Architectural	Civil / Structural	Mechanical	Electrical	Hydraulic	Communication	Fire	Security	* other	* other	* other	CPFM - Project Manager	CPFM - STO	CPFM - Facilities	BSI / UniSpace	* other	* other
O&M Manuals	**09.03**	**format**	Include all standard sections of a manual - if a section is not required use the phrase 'not applicable' (preferable in colour red)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O&M Manuals	**09.04**	**format**	Consistent project information including description across ALL manuals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O&M Manuals	**09.05**	**format**	Manuals to use the current UofA Template, updated footers/headers, to communicate the project and author	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Specification	**10.01**	**format**	All specification for all disciplines are included within the Post Construction documentation package	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Specification	**10.02**	**format**	Schedules don't contain references to TBC or TBA or "to match existing". Eg paint to match existing - please provide the actual colour or finish	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Register / Schedule	**11.01**	**template**	Where available the current template has been used	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Register / Schedule	**11.02**	**format**	All references to building numbers and room numbers are included. These match the official room numbers supplied by UofA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Register / Schedule	**11.03**	**file types**	file types are included (raw format and pdf)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Services	**20.01**	**services**	Underground Services - UGS - all effected services - all rework, new and connections into existing services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Fire	**21.02**	**services**	Fire Block Plans - FPB/ESP - all upgrades from project, all fire protection equipment with zone, loop, sensor information provided in both drawing and schedule	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Cleaning	**22.01**	**compliance**	Care & Maintenance instruction for floor finishes, furniture, and other fittings & fixtures are provided. (Require the floor surface care instructions & details 2-3 months prior to PC)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Cleaning	**22.02**	**detail**	Product Details for the floor surface finishes are provided	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
general	**22.03**	**compliance**	Floor Plans, sections, elevation etc issued as 'As Built' and have correct room numbers (aligns with UofA Provided room numbering)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Cleaning	**22.04**	**detail**	Floorplans with floor surface finishes with corresponding legend are provided	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Cleaning	**22.05**	**compliance**	Warranty information for floor surface finishes and all other fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Cleaning	**22.06**	**compliance**	Provide evidence that Maintenance Regime has been undertaken in alignment with the Manufacturers recommendation until handover/PC date.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Document Type	Item Number	Details	Requirements / Specification	Builder (SARAHS)	Architectural	Civil / Structural	Mechanical	Electrical	Hydraulic	Communication	Fire	Security	* other	* other	* other	CPFM - Project Manager	CPFM - STO	CPFM - Facilities	BSI / UniSpace	* other	* other
Discipline Specific - Cleaning	**22.07**	**compliance**	Provide evidence of compliance with Design Standard Volume B and deviations from Standard have been documented and provided	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Electrical	**23.01**	**compliance**	Provide Legends in correct format and to University standard	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Electrical	**23.02**	**compliance**	Warranty information included for relevant, installed equipment (e.g. LED lighting installed fixtures not the complete brochure of every fixture that the company makes)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Hydraulic	**24.02**	**compliance**	Documentation required for Backflow prevention. Test Certificate and location details (drawing)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Hydraulic	**24.03**	**detail**	Technical data has been check against the Asset register	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Hydraulic	**24.04**	**detail**	Control, BMS, alarms identified and documented	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Hydraulic	**24.05**	**detail**	Sequence of operation has been adequately documented	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Hydraulic	**24.06**	**detail**	Fire Interconnections and fire control methodology documented	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.01**	**detail**	Operations Functional description included (BMS and local control)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.02**	**detail**	Where included, provide evidence/documentation that action/item has occurred: CHECK the operation of all safety control devices and interlocks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.03**	**detail**	Where included, provide evidence/documentation that action/item has occurred: CHECK operation of ignition device	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.04**	**detail**	Where included, provide evidence/documentation that action/item has occurred: Where fitted, CHECK solar systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.05**	**detail**	Where included, provide evidence/documentation that action/item has occurred: CHECK the absorbing surfaces of deposited dust and clean where required	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.06**	**detail**	Where included, provide evidence/documentation that action/item has occurred: CHECK the system for air locks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.07**	**detail**	Where included, provide evidence/documentation that action/item has occurred: CHECK the operation of automatic frost protection valves, to ensure excess pressure is mitigated at or below freezing point	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - Mechanical	**25.08**	**detail**	Where included, provide evidence/documentation that action/item has occurred: Where fitted, CHECK heat trace systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Document Type	Item Number	Details	Requirements / Specification	Builder (SARAHS)	Architectural	Civil / Structural	Mechanical	Electrical	Hydraulic	Communication	Fire	Security	* other	* other	* other	CPFM - Project Manager	CPFM - STO	CPFM - Facilities	BSI / UniSpace	* other	* other
Discipline Specific - Mechanical	**25.09**	**detail**	Where included, provide evidence/documentation that action/item has occurred: The system should be meggered annually. The meggering procedure shall comply with the manufacturer's requirements. This megger check may be done at the circuit breaker panel or at the heating cable power connection. Compare and document these results against the original or commissioning results	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.01**	**detail**	CoCs (Certificate of Compliance) - all addresses to be correct and consistent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.02**	**detail**	Asset Register: ensure all location information relates to approved UofA locations (site, building, floor and room numbering) Room name an number match official UofA issued.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.03**	**detail**	As Built information: ensure all instructions, note, changes, variations etc are captured within the provided and revisioned As Built documentation (note As Built, Record Set terms can be used)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.04**	**detail**	As Built information: an appendix or detailed schedule of all instructions, notes, changes, variations etc are included in the As Built documentation.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.05**	**detail**	As Built information: ensure ALL documented that are listed on As Built documentation is included. The entire scope of documentation needs to be communicated.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.06**	**detail**	Document Register: ensure he following minimum is captured on Document Registers: - document number and document name, discipline, revision and revision 'name', date * all document details will match the register	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.07**	**detail**	O&M Manual revision history is maintained and updated with each time the document is issued. - Volume Number must match the Cover Sheet volume number - key recipient is noted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Specific - QA	**QA.08**	**compliance**	Asset register - all requirements are meet. All existing assets that are deleted or modified are noted in the register. All new assets are captured. Asset register is complete and accurate.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Project Manuals	**SP.01**	**detail**	Include evidence of approval from UofA to use this manual type. Completed "Departures Schedule" included. This documented needs to be endorsed and signed.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Project Manuals	**SP.02**	**detail**	Small Project Manual: where photos are used to describe the 'as built' conditions. Ensure the full scope of works is captured including but not limited to 'hidden works (columns, steel connections, duct runs, cable runs. As well as all visible works, include in ceilings, walls, floors and flooring, joinery.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Project Manuals	**SP.03**	**detail**	Small Project Manual: where photos or marked up photos are used in the manual ensure that they are labelled properly and have a reference to where they are taken from on a plan.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

DOCUMENT O&M MANUAL MATRIX

UofA Standard
Volume K - Documentation

Revision log

Current issue

K. Documentation - UoA Design Standards – Appendix:

Previous issues

Version	Authors	Description / updates	Revision	Date
1.0	Matt Schapel, Business Services & Improvement, UoA	New document	FINAL	Jun-22

List of revised items

Version	Authors	Revised items	Date
2.0	Matt Schapel, Business Services & Improvement, UoA	As Built and Commissioning submission info updated	Jul-22

Description
This document outlines:
1. Responsibilities of Document Author and Reviewers (high level)
2. Reviewer(s) responsible for reviewing the submitted documents
3. Manual sections to be provided by author for "Post Construction Documentation submission / Aconex Workflow"

Post Construction Documentation submission / Aconex Workflow	AUTHOR Responsibilities (high level)	REVIEWER Responsibilities (high level)
50% DRAFT Submission / Review Workflow	sections are included and some information provided, templates, tables etc	brief review of sections will be undertaken and feedback given via workflow
95% PC (Practical Completion) Submission / Review Workflow	sections are included and near completion, contain the bulk of information, data and supporting documentation. 95% complete manual will provide sufficient evidence that PC should be granted to the project. - 50% review comments incorporated - All documents reviewed for QA etc prior to transmittal	full review of sections will be undertaken and feedback given via workflow
100% FINAL Submission / Review Workflow	all sections are completed, all information provided, all associated information included – **essentially this manual is ready for Archiving.** - 50% and 90% review comments incorporated - All documents reviewed for QA etc prior to transmittal	full and comprehensive review of content of all sections will be undertaken and feedback given via workflow)

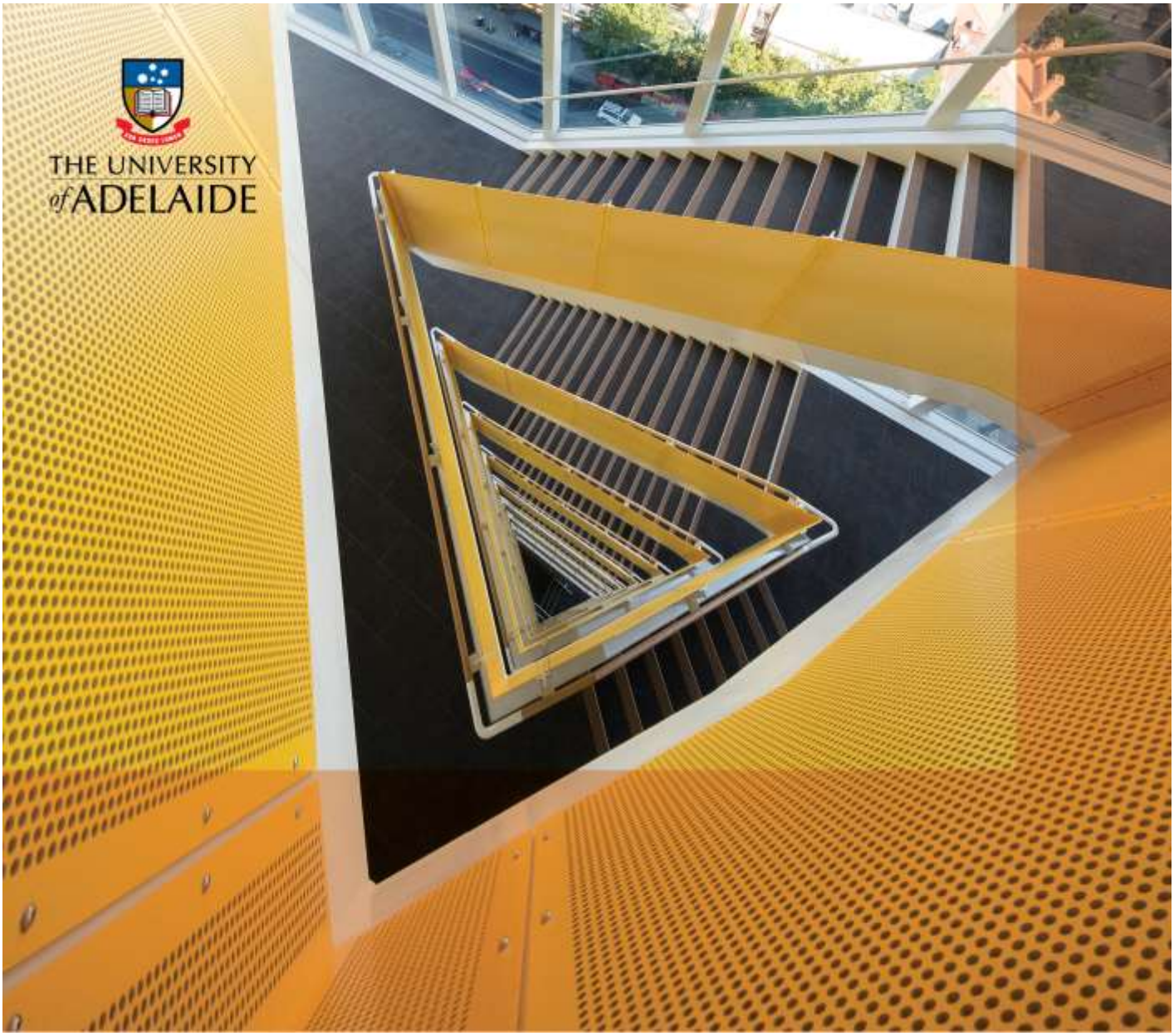
O&M Manual -REVIEWER Responsibilities (High Level)

	Post Construction Documentation submission / Aconex Workflow		
Reviewer	**50% DRAFT Submission / Review Workflow**	**95% PC (Practical Completion) Submission / Review Workflow**	**100% FINAL Submission / Review Workflow**
Document Author	y	y	y
Consultant		y	y
UofA - BSI			y
UofA - FM (Campus/Building Specific)		y	y
UofA - Project Manager	y	y	y
UofA - STO	y	y	y
OTHER			
OTHER			

O&M Manual - Manual Section inclusion at Reviews

vol	O&M Manual	section	section name	50% DRAFT Submission / Review Workflow	95% PC (Practical Completion) Submission / Review Workflow	100% FINAL Submission / Review Workflow	description of requirement
1	CONTRACTOR	1.1.1	Project Description	y	y	y	
1	CONTRACTOR	1.1.2	Directory of Contacts	y	y	y	
1	CONTRACTOR	1.1.3	Certificates and Forms		y	y	
1	CONTRACTOR	1.1.4	Warranties		y	y	
1	CONTRACTOR	1.1.5	Training Plans and Records		y	y	
1	CONTRACTOR	1.1.6	User Guides		y	y	
1	CONTRACTOR	1.1.7	Essential Safety Provisions		y	y	
1	CONTRACTOR	1.1.8	Occupational Health and Safety / Hazardous Materials		y	y	
1	CONTRACTOR	1.1.9	Document Register		y	y	
2	ARCHITECTURAL	2.1.1	Schedule of Finishes		y	y	
2	ARCHITECTURAL	2.1.2	Schedule of Furniture, Fixtures and Equipment		y	y	
2	ARCHITECTURAL	2.1.3	Key Schedule		y	y	
2	ARCHITECTURAL	2.2	Enclosure	y	y	y	
2	ARCHITECTURAL	2.2.1	Description of the Installation	y	y	y	
2	ARCHITECTURAL	2.2.2	Directory of Contacts	y	y	y	
2	ARCHITECTURAL	2.2.3	Asset Register		y	y	
2	ARCHITECTURAL	2.2.4	Defects Liability Period (DLP) Maintenance Schedule		y	y	
2	ARCHITECTURAL	2.2.5	Care and Maintenance Instructions	y	y	y	
2	ARCHITECTURAL	2.2.6	Essential Services Provisions		y	y	
2	ARCHITECTURAL	2.2.7	Certificates and Warranties		y	y	
2	ARCHITECTURAL	2.2.8	Installation, Dismantling and Technical (Performance) Data	y	y	y	
2	ARCHITECTURAL	2.2.9	Operating Instructions	y	y	y	
2	ARCHITECTURAL	2.2.1	As-Built Drawings		y	y	
2	ARCHITECTURAL	2.2.1	Commissioning and Testing Data		y	y	
2	ARCHITECTURAL	2.2.1	Tools and Testing Equipment	y	y	y	
2	ARCHITECTURAL	2.2.1	Spares and Consumables	y	y	y	
2	ARCHITECTURAL	2.2.1	Imported Equipment	y	y	y	
2	ARCHITECTURAL	2.3	Interior	y	y	y	
2	ARCHITECTURAL	2.3.1	Description of the Installation	y	y	y	
2	ARCHITECTURAL	2.3.2	Directory of Contacts	y	y	y	
2	ARCHITECTURAL	2.3.3	Asset Register		y	y	
2	ARCHITECTURAL	2.3.4	Defects Liability Period (DLP) Maintenance Schedule		y	y	
2	ARCHITECTURAL	2.3.5	Care and Maintenance Instructions	y	y	y	
2	ARCHITECTURAL	2.3.6	Essential Services Provisions		y	y	
2	ARCHITECTURAL	2.3.7	Certificates and Warranties		y	y	
2	ARCHITECTURAL	2.3.8	Installation, Dismantling and Technical (Performance) Data	y	y	y	
2	ARCHITECTURAL	2.3.9	Operating Instructions	y	y	y	
2	ARCHITECTURAL	2.3.1	As-Built Drawings		y	y	
2	ARCHITECTURAL	2.3.1	Commissioning and Testing Data		y	y	
2	ARCHITECTURAL	2.3.1	Specialist Tools and Testing Equipment	y	y	y	
2	ARCHITECTURAL	2.3.1	Spares and Consumables	y	y	y	
2	ARCHITECTURAL	2.3.1	Imported Equipment	y	y	y	

vol	O&M Manual	section	section name	50% DRAFT Submission / Review Workflow	95% PC (Practical Completion) Submission / Review Workflow	100% FINAL Submission / Review Workflow	description of requirement
2	ARCHITECTURAL	2.4	Finishes	y	y	y	
2	ARCHITECTURAL	2.4.1	Description of the Installation	y	y	y	
2	ARCHITECTURAL	2.4.2	Directory of Contacts	y	y	y	
2	ARCHITECTURAL	2.4.3	Asset Register		y	y	
2	ARCHITECTURAL	2.4.4	Defects Liability Period (DLP) Maintenance Schedule		y	y	
2	ARCHITECTURAL	2.4.5	Care and Maintenance Instructions	y	y	y	
2	ARCHITECTURAL	2.4.6	Essential Services Provisions		y	y	
2	ARCHITECTURAL	2.4.7	Certificates and Warranties		y	y	
2	ARCHITECTURAL	2.4.8	Installation, Dismantling and Technical (Performance) Data	y	y	y	
2	ARCHITECTURAL	2.4.9	Operating Instructions	y	y	y	
2	ARCHITECTURAL	2.4.1	As-Built Drawings		y	y	
2	ARCHITECTURAL	2.4.1	Commissioning and Testing Data		y	y	
2	ARCHITECTURAL	2.4.1	Tools and Testing Equipment	y	y	y	
2	ARCHITECTURAL	2.4.1	Spares and Consumables	y	y	y	
2	ARCHITECTURAL	2.4.1	Imported Equipment	y	y	y	
3 to 8	SERVICES	i.	Document Control Resources	y	y	y	
3 to 8	SERVICES	ii.	Document Approval, Use and Revision History	y	y	y	
3 to 8	SERVICES	iii.	Document Guide	y	y	y	
3 to 8	SERVICES	1.1	Description of the Installation	y	y	y	
3 to 8	SERVICES	1.2	Directory of Contacts	y	y	y	
3 to 8	SERVICES	1.3	Asset Register		y	y	
3 to 8	SERVICES	1.4	Defects Liability Period (DLP) Maintenance Schedule		y	y	
3 to 8	SERVICES	1.5	Care and Maintenance Instructions	y	y	y	
3 to 8	SERVICES	1.6	Essential Services Provisions		y	y	
3 to 8	SERVICES	1.7	Certificates and Warranties		y	y	
3 to 8	SERVICES	1.8	Installation, Dismantling and Technical (Performance) Data	y	y	y	
3 to 8	SERVICES	1.9	Operating Instructions	y	y	y	
3 to 8	SERVICES	1.10	As-Built Drawings		y	y	
3 to 8	SERVICES	1.11	Commissioning and Testing Data		y	y	
3 to 8	SERVICES	1.12	Specialist Tools and Testing Equipment	y	y	y	
3 to 8	SERVICES	1.13	Spares and Consumables	y	y	y	
3 to 8	SERVICES	1.14	Imported Equipment	y	y	y	



SCHEDULES

K. Documentation

4. Schedules

4.1 Certification of Compliance with UoA Design Standards and Project Brief

The below templates (or equivalent) must be used to certify compliance with the UoA Design Standards, and Project Brief and disclose any departures for approval.

Project details and schedule of documentation

Project details	
UoA Project Number (Access / Other)	*e.g. 2258*
Project Name	*Amenities Upgrade*
Campus	*North Terrace (NT)*
Building Name and Number	*Big Building (22)*
Location (level and room)	*Ground (GN) Room 22*
UoA Design Standard technical discipline volume/s certified, including revision:	
e.g. - UoA Design Standard Volume B Building and Architecture, Rev B;	
- UoA Design Standard Volume F, Hydraulic Services, Rev B	
Project delivery phase/ purpose of issue (refer UoA Vol A Project Delivery Checklist for phase names):	
Contract Documentation 30% Complete / mandatory milestone checkpoint	
Certification submission date:	
09/10/2018	
Schedule of documentation to be certified:	
- *2258- A- NT22- GN12- WD02 – Floor Plan- Rev D- 08/10/2018- Contract Documentation 30% Complete- for approval;*	
- *2258- A- NT22- GN12- WD02 – Internal Elevations- Rev B- 08/10/2018- Contract Documentation 30% Complete- for approval;*	
- *2258- A- NT22- GN12- Architectural Specification- Rev C- 08/10/2018- Contract Documentation 30% Complete- for approval;*	
- *2258- A- NT22- GN12- Room Data Sheets- Rev D- 08/10/2018- Contract Documentation 30% Complete- for approval.*	

Statement of compliance and Schedule of departures/ clarifications

Statement of compliance	
The documentation listed above, complies with all clauses, of all Volumes, of the UoA Design Standards, and with the Project Brief, with the exception of the departures/ clarifications listed below. Exceptions are submitted here for consideration and shall not be adopted until approval is received.	
Signature of certifying person (consultant/ contractor)	**Date**
A.N. Architect	*09/10/2018*
Contact details of certifying consultant/ contractor	
Architects R Us Consultants	
A. Architect (Project Architect)	
Phone number	
Email	

UoA Design Standard technical discipline Volume, to which departure/ clarification refers:
e.g. UoA Design Standard Volume B Building and Architecture, Rev B

Clause	Description	Departure from Standard *and justification*	Approval of A.D. Capital Projects Delivery *signature or email and date*	Approval of Director Infrastructure *signature or email and date*	Status *and direction/ notes*
3.4.3	*Hand dryer and paper towel dispenser*	*Paper towel dispenser proposed in lieu of hand dryer. Value management proposal. Cost comparison attached.*	*Denied (on advice from UoA technical representatives) Email 10/10/2018*	*N/A (denied by A.D).*	*Denied Alternative VM options to be investigated*

UoA Project Brief, including revision/ date reference to which departure/ clarification refers:
e.g. Return Brief, approved 06/08/2018

Clause/ Reference	Description	Departure from Brief *and justification*	Approval of A.D. Capital Projects Delivery *and date*	Approval of Director Infrastructure *and date*	Status *and direction/ notes*
BR.01	*First aid room*	*Consultative risk assessment identified first aid room is not required. Outcomes of assessment attached.*	*Approved A.D. Cpd 10/10/2018*	*Approved D. Infrastructure 17/10/18*	*Approved Proceed to next phase*
BR.12	*Cooling tower*	*Deletion of cooling tower. Value Management proposal. Alternative proposal and order of cost attached.*	*Approved (on advice from UoA technical representatives) A.D. Cpd 10/10/2018*	*Denied (alternative proposal failing to meet strategic requirements) Email 17/10/2018*	*Denied Cooling tower required. Alternative VM and funding options to be investigated (during next phase)*

Figure 1. Statement of Compliance and Schedule of Departures / Clarifications