



**W.D.Close & Sons Limited
Architectural & Engineering**

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DRAFT CONTENT OF OPERATING AND MAINTENANCE MANUAL

1. General outline and description of the project, including a list of suppliers and their contact details.
2. A register of 'as-built' drawings for all the contract works and variations.

A copy of the drawings shown on the register, stamped 'as-built'.
3. A copy of any structural calculations.
4. Material data sheets.
5. Coshh information sheets.
6. Cleaning and maintenance requirements.
7. Specification and colours of any finishings.

Certification of conformity for galvanising.
8. A copy of any significant method statements.
9. Any information provided by a sub-contractor deemed necessary for inclusion in this manual.
10. Decommissioning and dismantling instructions.

Any of the above that are not necessary will be marked as 'not applicable'.



Certificate No. GB03/58481



Certificate No. GB05/66033