

- 1. Design Criteria**
Project Details (Names & addresses etc.)
Client Brief / Description of the work undertaken
Additional Significant Restrictions / Constraints
Client's Management Arrangements for the structure
- 2. Construction Methods and Materials**
Ground Investigation Reports (if relevant)
Hazardous materials in structure
Structural Statement and/or Survey information:
 - Foundations/Substructure
 - Superstructure
 - Walls
 - Floors
 - Roofing
- 3. Utilities & Services**
Water (size, location, etc.)
Electricity (size, location, etc.)
Gas (size, location, etc.)
Telecoms (location etc.)
- 4. Residual Health and Safety Hazards (associated with:)**
Building Use
Building Maintenance/Cleaning
Drainage Maintenance
M & E Plant Maintenance
Demolition/Alterations Hazards
- 5. Safety Facilities/Equipment provided for Building Maintenance**
Health and safety information about equipment provided for cleaning or maintaining the structure
- 6. Plant and Equipment**
Information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment)
(Operating & Maintenance Manuals are usually better contained in a series of separate binders to avoid)
- 7. Fire Fighting Provisions**
Fire Plan
Fire Certificate (if applicable)
Emergency Lighting Certificate
Fire Alarm Installation Details/Certificate
- 9. As-Built Drawings and Local Authority Approvals**
Architectural
Structural
Mechanical
Electrical
Drainage
Relevant Planning Permission and Building Control information if conditions may affect health and safety aspects for future construction work.