

# Introduction

This Operating and Maintenance Instruction Manual is prepared for the installed building services for this project. The manual provides a comprehensive reference source for these services. The manual sections deal with the various parts of the installation, its operation, maintenance tasks and routines. The various sections detail the scope of works and general specification information for materials and recognised standards. Descriptions of the various systems are given in detail using layman's terms. The operating procedures for each system and service are followed through from preparation for start-up, normal operation to shut-down. The specific equipment data, details and schedules are listed according to either the commissioning results or the designed/selected plant details. Spare parts and lubrication notes are scheduled in accordance, once again, with manufacturers' notes and literature.

Detailed Routine Preventive Maintenance notes are firstly shown as a summarised chart and then as a daily, weekly, monthly format with itemised advisory notes. The installed plant has been tested, set to work and commissioned to achieve the desired and required results. The results of all tests and commissioning tasks are included for future reference and as a constant record of settings and adjustments achieved as needed for continuous performance. General emergency advice includes basic first-aid notes. Included are specific item of set procedures. Emergencies may relate to a fault in a piece of equipment or the operation of a particular service. Fault finding notes are in general advisory, based on manufacturers' advice notes and detailed literature.

Updating this instruction manual will ensure its continued use as a complete source point of information for all the installed services. The responsibility for updating lies with the building owner/operator. Space to add updating information is provided.

Manufacturers' names and addresses are scheduled as a directory of the installed plant and equipment. Also included are all available manufacturer's literature, design data, wiring diagrams and drawings.

The manual's preparation assumes that competent persons/engineers are charged with the responsibility of operating and maintaining the services and equipment. The manual also assumes that electrical and fuel supplies are available and uninterrupted. Although most items of plant are under automatic control and call for a minimum of attention, a full understanding of the control system is needed. Essential routine checks must be made to ensure the plant is operating correctly and efficiently within the scope of these controls.

The contents of this instruction manual have been specially prepared and collated and are only applicable to this project. It is not recommended, therefore, that any information or advice given in this manual is applied to any other installation or equipment. Read this manual and use it as a guide alongside the relevant sections of the Health and Safety at Work Act and any safety manual provided for the buildings and its use. Run the equipment in accordance with sound engineering and safety principles. We cannot stress this enough when dealing with inflammable, corrosive materials or explosive fuels. Give attention to regulations applicable to the storage and handling of fuels.