



Australian Building Manual Guideline

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information



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The Building Manual Guideline has been prepared as a further development of Recommendation #20 in the Shergold Weir Report, “Building Confidence” (February 2018).

Recommendation #20 refers to building manuals (for commercial buildings), as a document that provides relevant information -

- » on the safe use, maintenance and replacement of elements of a building and its facilities;
- » that demonstrates the building complies with regulations and other obligations.

This Building Manual Guideline has been prepared jointly by the Strata Community Association Ltd, Engineers Australia and WebFM Pty Ltd.

Engineers Australia endorsement.

“As an expression of Engineers Australia’s support for Recommendation 20 of the Shergold Weir Report “Building Confidence” Feb 2018, the draft Building Manual Guideline is to be commended. It represents a viable approach to documenting the design, development, operation and maintenance and use of buildings owned or to be owned by body corporates or other entities. The detail of the Building Manual Guideline will evolve over time in response to better practice and regulatory imperatives and members should keep themselves across these changes.”

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Document Benchmark

WebFM has been providing its on-line Omtrak system to major clients and contractors since 2001. Over 3500 projects have been delivered to date for Defence, Health, Aged Care High Rise Residential, Education, Commercial, Industrial, Retail, Transport, Entertainment and other facilities.

Based on this extensive industry experience and client feedback, a benchmark format has evolved into a basic common outline for a Building Manual.

Stuart Smith, Principal Author Dated 14 November 2019

1. Introduction

The Building Manual Guideline has been prepared as a further development of Recommendation #20 in the Shergold Weir Report, “Building Confidence” (February 2018).

Recommendation #20 refers to building manuals (for commercial buildings), as a document that provides relevant information -

- » on the safe use, maintenance and replacement of elements of a building and its facilities;
- » that demonstrates the building complies with regulations and other obligations.

Thus, the manual is a full set of final documents for a commercial building which includes all relevant documents for the ongoing management of the building. The Report identified a problem that the manual is not usually collated and passed on to the owner or subsequent purchaser. This makes it difficult for owners to verify how decisions were made and to adequately ensure that safety systems are properly maintained over the life of the building

1.1 Current Industry Practice

Current industry practice is ad-hoc and usually driven by the contract terms and specifications of a particular client. Government projects often have very detailed and specific requirements about documentation to be handed over on completion of projects.

Most private sector projects are subject to the various design consultant’s specifications (e.g. mechanical, electrical, and architectural) who each can have their own and often conflicting requirements. The absence of a defined code or industry guide to set minimum content and format is a current problem.

1.2 Objectives of Guideline

The Guideline has been developed to set out the acceptable minimum standard for the content of a Building Manual at project handover on completion of a building. The objectives of the Guideline are to:

- » Provide a framework for the content of a Building Manual;
- » Act as a best practice benchmark for industry to follow;
- » Provide an auditable document for future reference;
- » Ensure Building Manual Users have access to relevant information on the building;
- » Meet the statutory requirements related to provision of information; and
- » Provide sufficient information to enable Building Manual Users to fulfil their responsibilities for ongoing use, operation, maintenance, risk management, life cycle replacements and if needed, demolition of the assets.

1.3 Terms and Definitions

Building – the term building used in the guideline can be applied to a stand-alone structure or a group of related structures that may form a precinct or a facility. The Building Manual is intended to cover all built structures and maintainable elements that form a completed project.

Facility – the term facility is used in conjunction with the term ‘Building’ to explain a broader scope for a Building Manual than a single structure. By example external carpark would form part of the whole facility and therefore would be included in the Building Manual. Information would cover lighting, security, landscape irrigation, access and ticketing systems.

1.4 Who uses a Building Manual?

The information in a Building Manual can be used by current and future building owners and users, facility managers, strata managers, developers, contractors and

consultants. It can also provide evidence of compliance to government and regulatory bodies. This group of people is referred to in the document as Building Manual Users.

1.5 Subsequent Works

A Building Manual is a point in time document that reflects the final as-built building. Subsequent changes to the building require a separate Building Manual that reflects any future new works. This ensures the evidence in each Building Manual remains intact and provides a transparent audit trail for current and future Building Owners and Users.

1.6 A Building Manual is not a Maintenance System

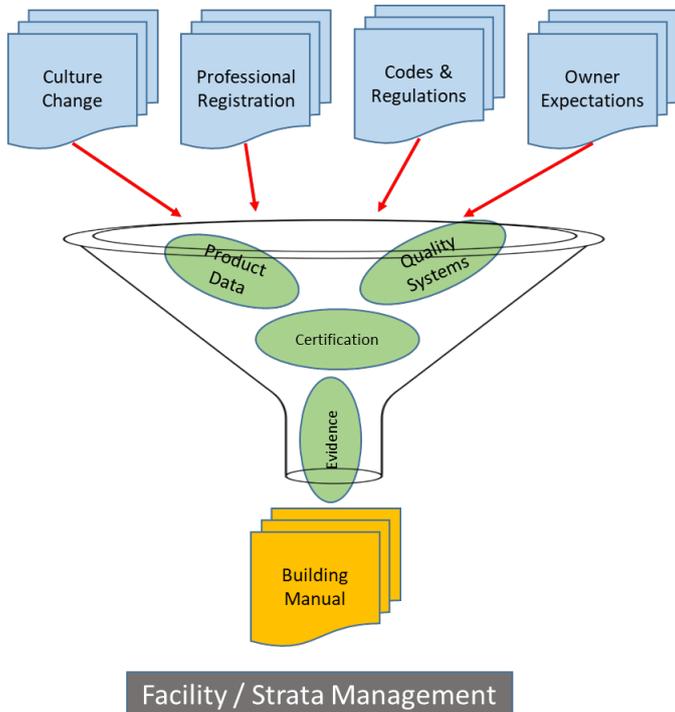
The Building Manual is not a log book of day to day defects, repairs, replacements or other works. This is the role of a Maintenance Management System. The Building Manual would provide information to be used by the Maintenance Management System, such as schedules of assets, regular and planned servicing, inspections, testing, replacements and other works.

1.7 Building Manual as Gateway to Industry Reform

The Guideline is an important first step in addressing the challenges of information management handover to facility and strata managers.

The reform recommendations are diagrammatically shown in figure 1. In effect, the Building Manual (#20) becomes the gateway to ensuring all other relevant Report recommendations are implemented.

Building Manual as a Gateway to Industry Reform (figure 1)



The Report further states - “The building manual should be in a digital format and be required to have prescribed information such as:

- » as-built construction documentation;
- » fire safety system details and maintenance requirements;
- » assumptions made in any performance solution (e.g. occupant characteristics);
- » building product information, including certificates and details of maintenance or safety requirements;
- » conditions of use—such as occupant numbers, loads, replacement of products after certain periods (e.g. glass after 25 years).”

All governments have agreed to implement this recommendation. Pending this reform, this document provides a best practice guide to the creation of a ‘comprehensive building manual’ envisaged by the Report.

Some examples of relevant laws, which currently apply to require the creation and/or provision of documentation relating to the construction of buildings, follow.

2.1 National Construction Code (NCC)

Part A5 of the NCC sets out “the evidence needed to show that the NCC requirements are met and the solution is ‘fit for purpose’”. It gives examples of evidence to be prepared and retained which includes certificates, reports, calculations and any other documents showing compliance with the NCC.

The NCC references a number of relevant Australian Standards. There is currently no specific Australian Standard for the development of a Building Manual. However, there are various requirements for provision of information and documentation under separate standards. This can include requirements for copies of test results, commissioning data, compliance certificates, operations and maintenance manuals, manufacturer’s instructions and as-built plans.

2.2 Buildings requiring a Building Manual

Any new or existing building should come with documentation to enable the owners and users to safely use and maintain the building as intended. While a manual will be necessary for any kind of plant or structure, this document is intended to be used in relation to buildings which must meet the NCC requirements. These apply to buildings based on their intended purpose or use. The purpose or use of a building determines its classification under the NCC (attachment 1).

The legal requirement for a Building Manual may vary depending on the type of building. Class 1a single or multiple dwellings, may not require a detailed Building Manual as the buildings will have fewer services and facilities and are less complex compared to buildings such as high-rise apartments and commercial offices

2. Legal Requirements for Building Information

A range of laws require documentation to be created when a building is designed and constructed. These include the requirements for statutory approvals, preparation of plans, specifications and reports, manufacturers’ manuals, test reports and certificates.

Often on more complex projects, a contract between an owner/developer and a building contractor or consultant will place legal obligations on the contractor or consultant to provide documentation on completion of the project.

There is existing legislation, which varies across jurisdictions, that requires building and construction documents to be created, lodged and/or retained. The Building Confidence Report was commissioned by all state and territory building Ministers. That Report recommended all governments mandate the requirement for a comprehensive building manual (for commercial buildings), to be lodged with building owners and made available to successive purchasers of buildings.

2.3 Building Product Safety Laws

In Queensland building product laws require information about all building products to be provided by all designers, manufacturers, importers, and suppliers of products to the next person in the supply chain. Installers of all building products must ensure the owner of the building is given the required information about the product.

The required information includes suitability of the product for the intended use and instructions on how to install or use it so that it is not non-conforming. A nonconforming product is one that is not safe or does not comply with any relevant regulatory provisions.

2.4 Work Health Safety Laws

The model Work Health and Safety (WHS) Laws apply in seven of the nine Australian jurisdictions.^[1] In all jurisdictions WHS laws require safety to be considered as part of the design and construction of buildings which may be used as workplaces.

These obligations can apply to any building if business is conducted there or workers attend at any time to carry out maintenance or repairs.

All parties in the chain of design and construction, including the contractors and builders engaged to carry out building work, need to be aware of and comply with WHS obligations.

Under the model WHS Act ^[2]

- » The owners of buildings are to provide information to workers and users on safe use of the facilities; and
- » Designers, manufacturers and suppliers (including contractors and builders) are to provide information with their products including the purpose as
- » Owners can request the above safety information be provided to them and this is commonly done under building contracts which can place an obligation on the builder/contractor to provide information on completion of the works.

For more detailed description of the requirements an extract of the relevant sections of the Commonwealth WHS Act are at attachment 2.

[1] Victoria and WA have not adopted the model WHS Laws

[2] The requirements in the Victorian and WA work health and safety legislation are similar to those set out above based on the Model WHS Laws designed, evidence that it is safe and the conditions necessary to ensure its safe use.

2.5 NSW Environmental Planning and Assessment Act 1979

The NSW EPAA Act has a specific clause relating to provision of information as a pre-condition to issue of an occupation certificate. Under clause 6.27, Owners Building Manual, it states

“(1) A certifier is not to issue an occupation certificate for a building that is of a class prescribed by the regulations unless a building manual for the building has been prepared and provided to the owner of the building in accordance with the requirements of the regulations.

(2) The regulations may make provision for or with respect to building manuals and, in particular, for or with respect to the following:

- (a) the preparation, form and maintenance of building manuals,
- (b) the content of a building manual (including requirements that a building manual identify in a consolidated format matters for on-going compliance in relation to the building concerned),
- (c) the inspection of building manuals,

There are currently no regulations in force which support the operation of this clause.

2.6 Body Corporate Legislation

In each State and Territory there is legislation covering the establishment of strata titled residential and other facilities. Included under regulation is the responsibility of the original owner (Strata Developer) to provide ‘documents’ to be handed over to the Body Corporate at the first annual general meeting.

In the case of the QLD regulations the first meeting must be held within 2 months, if more than 50% of the lots are no longer held by the original owner (Developer), or 6 months after establishment of the scheme.

Using the QLD regulation (attachment 3) as a guide the information includes:

- » A register of assets
- » All plans and specifications, as built
- » Relevant insurance policies
- » Independent valuations
- » Body Corporate information
- » Certific
- » Certificates of classification and fire safety
- » Sinking Fund or long-term maintenance forecast

3. Guideline Contents

3.1 Purpose

The purpose of a Building Manual is to capture information and documented evidence that enables building users to safely use, operate, maintain replace and, if needed, demolish the building over the design life cycle.

3.2 The Building Manual and Sub Manuals

The Building Manual for a building or a facility is made up of 4 primary Sub Manuals. These 4 Sub Manuals reflect the different providers and source of the relevant information. They are a Design Sub Manual, Development Sub Manual, Contractors Operations and Maintenance Sub Manual and a User Sub Manual.

Generally each Sub Manual would cover the following:

- » **Design Sub Manual** –provides information to the new owners and users on the Safety in Design (SiD) reports, evidence of critical design and performance based solutions, limitations and capacities, how the new facilities are designed to be operated/maintained, life cycle replacements and demolition
- » **Development Sub Manual** –captures information that is outside either the designers and or the contractor’s scope of responsibility. This can include early planning consents, development approvals, special environmental conditions, land and strata title documents and other information to which the owner or development team would have access.
- » **Contractors Operations and Maintenance Sub Manual** –this is the traditional O&M Manual that is supplied by the Builder and their subcontractors. It should include schedules of assets, operating and maintenance instructions, certificates, commissioning results, warranties, spare parts, as-built plans etc.

User Sub Manual – this manual unlike the other manuals is not about what could be called the Base Building. This User Manual is for Strata Owners, Non-Residential Tenants or other users of the facilities. The User Manual should include copies of floor plans, user guides, e.g. access and security, safe use of appliances, copies of critical legal documents like completion and compliance certificates, land titles and other information relevant to that user group’s needs.

3.3 Manuals for Multiple Structures and Buildings

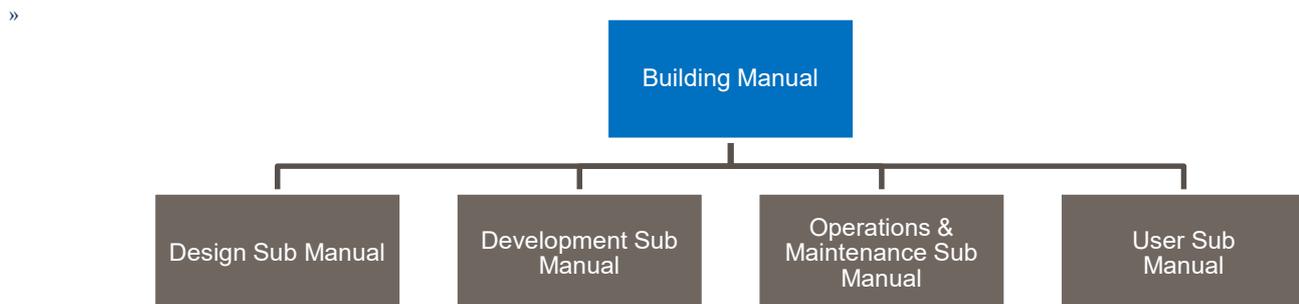
The number of components to a Building Manual and their scope is determined by how the designers intended the new facilities to be operated and maintained.

In projects where multiple structures e.g. mixed-use developments are built, there is often integration of services across the facility as a whole. In this case it would be appropriate to prepare a Building Manual for the whole facility to reflect the designer’s intent to long term management of the works. The ‘buildings’ within the facility would be treated as locations in order to properly describe and schedule the safe use of the assets and equipment.

Alternatively, if a project has a number of separate stages of work which deliver stand-alone buildings at different times then it may be appropriate to provide a Building Manual for each separate building.

The key issue is *how was the new facility ‘designed’ to be safely operated and maintained.*

Building Manual Structure (figure 2)



3.4 Roles in Preparing and Finalising a Building Manual

The preparation and finalisation of a Building Manual involves three responsibilities:

- » **Providing** the source of the actual Building Manual information and content
- » **Checking** the proposed content of the Building Manual is relevant and accurate
- » **Accepting** the final completed Building Manual

The table below provides indicative roles and responsibilities. These may vary from project to project depending on the scope of work allocated to different parties and any applicable contractual requirements or laws in the relevant state or territory.

Manual and Roles	Provider (Source)	Checking	Acceptance ¹
Design Manual	Design Consultants, e.g. <ul style="list-style-type: none"> » Architect » Engineers Structural, Electrical Hydraulics, Civil Fire Systems/Safety Building Services, Geotechnical, Lifts, Façade, Communications	<ul style="list-style-type: none"> » Design or Project Manager 	<ul style="list-style-type: none"> » Owners Representative/ Developer » Project Certifier or Building Surveyor
Development Manual	Development team	<ul style="list-style-type: none"> » Project Manager 	<ul style="list-style-type: none"> » Owners Representative/ Developer » Project Certifier or Building Surveyor
Operations and Maintenance Manual	Sub-Contractors e.g. <ul style="list-style-type: none"> » Air Conditioning » Electrical » Fire Services » Plumbing » Lifts » Communications 	<ul style="list-style-type: none"> » Head Contractor or Builder » Design Consultants » Project Manager 	<ul style="list-style-type: none"> » Owners Representative/ Developer » Project Certifier or Building Surveyor
User Manual	Development Team or Head Contractor or Builder	<ul style="list-style-type: none"> » Project Manager » 	<ul style="list-style-type: none"> » Owners Representative/ Developer » Project Certifier or Building Surveyor

¹ In the future, relevant laws may require the Building Manual to be approved by the statutory permit issuing authority

3.5 Table of Contents

The following is an outline of the table of contents or headings that can be used to develop each component of the Building Manual.

3.5.1 Design Sub Manual

The design process is a staged development from initial concept, schematic through to final design. There can be a number of stages depending on the complexity and scope of the works.

The Design Sub Manual is broken into a set of parts/chapters for each design discipline, e.g. Architectural, Mechanical, Electrical, Lifts, Structural, Hydraulics, Fire Services

For each Designer their part/chapter headings should include:

Section/Heading	Content
Purpose & Objectives	Description of the new facilities purpose, capabilities, capacities, limitations and the like
Consultant Details	Consultant team contact details
Design Development Reports	Each Design Stage, (e.g. Concept, Schematic, Final) Scope or brief » Introduction » Findings » Options » Safety in Design (SiD)
Recommendations	Design option recommendation for each stage
Safety in Design (Amendments)	» Changes to Design affecting SiD and product selection during construction, e.g. changed material selections » Revised Risk Assessments » Actions Taken
Owners Instructions	Instructions to the Owners/Users on how the completed works are to be safely operated, maintained, demolished and any life cycle considerations
Attachments	Copies of relevant documents, evidence of research, plans, photos, scope changes, product information, data sheets, performance and deemed to satisfy design solutions, progressive construction compliance inspection certificates etc

3.5.2 Development Sub Manual

The Development Sub Manual captures information and documentation that is not normally provided by either the Designers or the Contractors. This owner information is critical particularly during any sale and due diligence process.

Section/Heading	Content
Purpose & Objectives	Description of the new facilities purpose, capabilities, capacities, limitations and the like
Development Details	Development team contact details, project address
Planning Assessments	Development and environmental assessments
Planning Approvals	Development Approvals, Environmental Consents, Other
Utilities Approvals	Power, Water, Gas, Sewerage, Telecommunications
Other Authorities	Road, rail, air, Defence
Land Titles	Land title plans, Strata titles, by-laws, subdivisions, easements, deeds, survey plans
Other Conditions	Adjoining owner protection or access, local government, special access, security, fire, life safety and maintenance agreements
Other Documents	Land and Development valuations, insurance policies in place, pre-existing Agreements (Management, licences, leases)
Final Certificates	Design and Installation Certifications, Compliance documents, Occupancy Certificates, Schedule of Essential Services (fire and life safety)
Project Warranties	Designer warranties, Contractor Warranties, copies of insurance certificates, e.g. Professional indemnities, Builders Warranty Insurance, Defect Bonds etc
Attachments	Copies of relevant documents, certificates, plans, approvals, reports

3.5.3 Operations and Maintenance Sub-Manual

The O&M Sub Manual is normally made up of separate 'Trade' based parts/chapters prepared by each specialist sub-contractor. In some jurisdictions only the licenced trade is authorised to provide this type of information.

Example Trade Manuals include:

- » Mechanical Services – air conditioning systems, heating and cooling etc
- » Electrical Services - electrical distribution, switchboards, lighting, emergency power
- » Electrical or Dry Fire – smoke and thermal detection systems (this can be done by the electrician however should not be incorporated into the general electrical manual)
- » Hydraulics Services – water and sewer systems, stormwater drainage, taps, sanitary ware, hot water, water and effluent treatment
- » Hydraulic or Wet Fire – hydrants, hose reels, extinguishers, sprinklers and the like (this can be done by the Plumber however like the Electrical Fire Manual should not be incorporated into the general hydraulics or plumbing manual)
- » lifts and Escalators – vertical passenger and goods lifts, escalators, travelators, hoists and the like
- » Floor Finishes – carpets, tiling, timber boards, vinyl, terrazzo etc
- » Roofing – tiled, metal, membrane and other roofing elements such as internal gutters, downpipes
- » Waterproofing – systems/products used, test and verification documents, product data sheets
- » Safety Systems – roof and high level safe access systems, harnesses, anchors etc
- » Other Trades – where information is required to verify proper installation and operation, maintenance, product safety data, warranties and as-built documents

The above list is an example only. The actual project scope of works and the breakup of the various trade packages of work will define the extent of Trade Manuals required.

For each Trade Manual/chapter the following section or headings should be used:

Section/Heading	Content
Introduction and scope	This is a basic introduction about the project, the builder, and the scope of work documented in the manual.
Assets	Record information describing items of equipment, assets, or elements of the work.
Maintenance	Documents the maintenance schedules and tasks required to maintain a piece of equipment/assets and hence prevent breakdown and/or meet compliance and manufacturer requirements.
Operations	This section should be used to record relevant information on the Operations of the system and or assets. It should also include important safety instructions, product information, special tools, cleaning and operating instructions and troubleshooting to assist in solving problems to prevent expensive call outs.
Commissioning	Important test results and performance criteria relating to commissioning and operations should also be included
Certificates	Record and upload copies of certificates and other required certifications
Warranties	Record specific warranty and certificate reference information
Spare parts	Record any relevant information on the Spare Parts data for the assets provided as part of the contract. It may also include information on spare parts suppliers.
Help and contact	This section should be used to record information to allow the Client to call for expert assistance in relation to the assets included in the project. This would include the main contractors, sub-contractors and suppliers.
Drawings and references	This section allows you to attach/bind and or upload information like as-built plans, copies of specifications, complete product manuals and other documents relevant to the works and the O&M Manual.

3.5.4 User Sub Manual

The User Sub Manual is to inform a Strata Owner or other User on critical items relevant to their use of the facilities.

The User Sub Manual would be a part of the building manual as a separable portion that can be easily supplied to new and subsequent owners/users. By example if there are 300 Apartments then, 100 copies of the one bed configuration plus 100 copies of the two bed plus 99 copies of the three bed and one copy for the penthouse.

It should include information on fixtures fittings, and appliances (FF&A) in plain and simple English with clear manufacturer instructions on safe use and maintenance.

Section/Heading	Content
Purpose & Objectives	Description of the new facilities purpose, capabilities, capacities, limitations and the like
Help and Contact	Contact details for the Development and Contractor Team plus instructions on defects and rectifications
Fire and Life Safety	Description of fire and life safety systems and instructions on their proper use and users responsibilities
Occupant Plans	Floor plans and layouts applicable to each Units configuration
Equipment & Systems	Instructions and manufactures information on safe operation and maintenance of installed appliances and systems applicable to the user, e.g. lifts, security, HVAC
Fixtures, Fittings & Appliances FF&A	Instructions and manufactures information on safe operation and maintenance of installed FF&A applicable to the user, e.g. dishwashers, internet connected equipment, communications, lighting
By-Laws and Rules	Copy of any By-Laws and rules applicable to the conduct of the user in the facility
Land Titles	Land title plans, subdivisions, easements, deeds etc
Planning and Authority Approvals	Development Approvals, Environmental Consents, Power, Water, Gas, Sewerage Road, Rail, Air Adjoining owner agreements, special access, security, fire, life safety arrangements, Other
Final Certificates	Occupancy and other Certificates, other documents and policies relating to the strata scheme
Project Warranties	Designer Warranties, Contractor Warranties, copies of insurance certificates
Other (Depreciation)	Copies of other relevant documents including depreciation schedules, valuations, sinking funds/long term maintenance plans etc
Attachments	Copies of relevant documents, certificates, plans, approvals, reports etc

3.6 Additional requirements for Building Manuals

These guides to the structure and contents of a building manual are not comprehensive. It is important to check if the new facility has any special requirements not addressed in this guide that provide evidence of 'fit for purpose'. By example:

- » local authorities may require inclusion of special instructions for owners and users in cases of extreme weather conditions.
- » contract/specifications may include extra requirements unique to that type of facility.

3.7 Cost of Building Manual Preparation

This Guideline has been prepared so that no information required in the Building Manual is extra to what the Designers, Developer and Contractors already have available to them or are obligated to provide. As a result there should be no extra costs to provide the content set out in this Guideline.

Some costs may be incurred where special applications are used to collate the data into a usable document.

If a third party is engaged to prepare and create a Building Manual as a duplication of the normal process then this will increase costs substantially.

3.8 Building Manual Format

Most users of the Building Manual would prefer electronic copy to hard copy folders. Electronic formats like Word, PDF and the like allow for PC or networked storage and can be accessed relatively easily. Hard copy documents require storage and strict controls on borrowing to prevent loss, and not many facility managers make good librarians.

Also as most of the information used to develop a Building Manual is electronic in the first instance (Word, Spreadsheet, PDF, Web download, etc) it makes sense to create the Building Manual in electronic format.

The use of special software applications needs careful consideration before they are adopted. Issues include:

- » Does the software need a licence and annual fees?
- » Will the owner have the capacity to host and support the application?
- » Is it easily accessible by internal and external users?
- » Can the software be easily transferred to a new owner without restriction?

In many instances special software can become a limitation and risk. Issues such as compliance with statutory obligations for ready access to information are critical. Universal applications like PDF are a better solution for long term use, accessibility and ownership transfer.

3.9 Building Manual Timetable

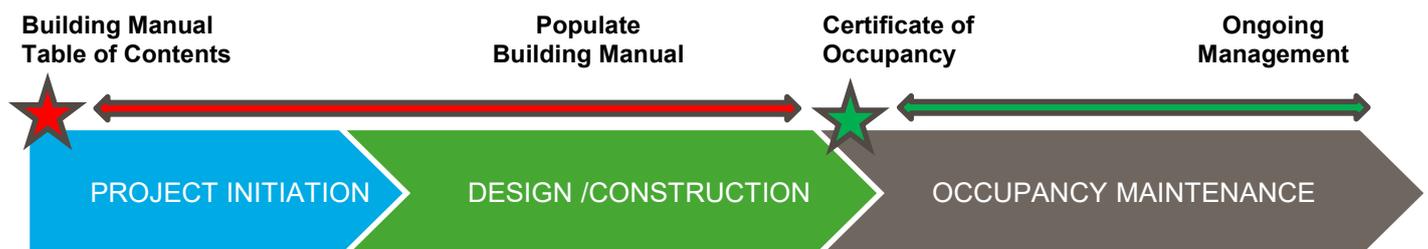
3.9.1 Preparation

The Design and Development Sub Manuals should commence at the very beginning of the project. The contractors O&M Sub Manual and User Manual should follow at commencement of site works.

This allows the teams to capture information and the relevant documents progressively as they become available. The benefit of this approach is to avoid the last minute panic to complete the Building Manual on time.

The latest time the preparation of the Building Manual should commence is 30 days after work starts on site. This should allow the Design and Development team time to assemble their information for the pre-build phases. It also ensures the contractors have a clear guide on what is needed, where it is to be placed and no excuse for any delays at completion.

Building Manual Preparation Timetable (figure 3)



3.9.2 Building Manual Completion

The Building Manual is a critical document and, as recommended in the Report, should be a 'condition precedent' to granting practical completion, final contract payments and issuing a certificate of occupancy. Given its importance under the WHS Act and other regulations, a new owner should reject handover/ acceptance of the new facilities without the documentation suggested in this Guide.

This imposes a responsibility on the project team to ensure the Building Manual has been checked by the various consultants and others and all updates are completed ready for final acceptance prior to any planned handover or practical completion date. The project team should consult with the owner's representative to agree an acceptable time period prior to handover or completion. This allows the owner to both review and, if needed, implement suitable management arrangements for use and maintenance of the new facilities.

As a general guide the fully checked and completed Building Manual should be available for review by the owner a minimum of 30 days prior to the date for handover or completion

3.10 Building Manual Distribution

Most contracts and specifications detail the number of copies of the Building Manual to be supplied.

Where stand-alone applications like Word are used to prepare the Building Manual there is a need to supply draft copies of each contributors file for checking by the project consultants, owner representatives and certifiers. This may involve a number of draft and updates depending on the errors found.

Where a Building Manual has been prepared using tailored applications (e.g. WebFM Omtrak) the need for draft copies is eliminated as consultants and others can check and validate the Manuals on-line. The final Building Manual can then be extracted in parts as necessary and converted to PDF for issue to owners and users as needed.

As outlined, the purpose of the Building Manual is to inform a new owner and user on the correct and safe operation, maintenance and life cycle management of the new facilities. Therefore, copies should be provided to new owners, their building managers and the users such as each Strata Owner or Non-Residential Tenant as needed.

4. Attachments

4.1 Attachment 1 – National Construction Code Classes of Buildings

The following is an extract from the NCC on Classes of Buildings and Structures

Class 1: one or more buildings which in association constitute—

- (a) Class 1a — a single dwelling being—
 - (i) a detached house; or
 - (ii) one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit; or
- (b) Class 1b —
 - (i) a boarding house, guest house, hostel or the like—
 - (A) with a total area of all floors not exceeding 300 m² measured over the enclosing walls of the Class 1b; and
 - (B) in which not more than 12 persons would ordinarily be resident; or
 - (ii) 4 or more single dwellings located on one allotment and used for short-term holiday accommodation, which are not located above or below another dwelling or another Class of building other than a private garage.

Class 2: a building containing 2 or more sole-occupancy units each being a separate dwelling.

Class 3: a residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including—

- (a) a boarding house, guest house, hostel, lodging house or backpackers accommodation; or
- (b) a residential part of a hotel or motel; or
- (c) a residential part of a school; or
- (d) accommodation for the aged, children or people with disabilities; or
- (e) a residential part of a health-care building which accommodates members of staff; or
- (f) a residential part of a detention centre.

Class 4: a dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.

Class 5: an office building used for professional or commercial purposes, excluding buildings of Class 6,7,8 or 9.

Class 6: a shop or other building for the sale of goods by retail or the supply of services direct to the public, including—

- (a) an eating room, café, restaurant, milk or soft-drink bar; or

- (b) a dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel; or
- (c) a hairdresser's or barber's shop, public laundry, or undertaker's establishment; or
- (d) market or sale room, showroom, or service station.

Class 7: a building which is—

- (a) Class 7a—a carpark; or
- (b) Class 7b—for storage, or display of goods or produce for sale by wholesale.

Class 8: a laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale, or gain.

Class 9: a building of a public nature—

- (a) Class 9a—a health-care building, including those parts of the building set aside as a laboratory; or
- (b) Class 9b—an assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another Class; or
- (c) Class 9c—an aged care building.

Class 10: a non-habitable building or structure—

- (a) Class 10a—a non-habitable building being a private garage, carport, shed, or the like; or
- (b) Class 10b—a structure being a fence, mast, antenna, retaining or freestanding wall, swimming pool, or the like; or
- (c) Class 10c—a private bushfire shelter.

4.2 Attachment 2 - Extract Commonwealth Work Health Safety Act

The following is an extract from the Commonwealth Work Health Safety Act as it relates to the provision of information by owners, designers and contractors (suppliers).

Part 2 Health and Safety duties, Division 2 Primary duty of care, sect 19, 3, (f) states

“...person conducting a business or undertaking must ensure, so far as is reasonably practicable:

- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;”

In addition, the WHS Act also requires Designers and Contractors to also provide certain information.

For Designers the Commonwealth WHS Act under section 22, Duties of persons conducting businesses or undertakings that design plant, substances or structures in part states in sect (4)

“The designer must give adequate information to each person who is provided with the design for the purpose of giving effect to it concerning:

- (a) each purpose for which the plant, substance or structure was designed; and
 - (b) the results of any calculations, analysis, testing or examination referred to in subsection (3), including, in relation to a substance, any hazardous properties of the substance identified by testing; and
 - (c) any conditions necessary to ensure that the plant, substance or structure is without risks to health and safety when used for a purpose for which it was designed or when carrying out any activity referred to in subsection (2)(a) to (e).
- (5) The designer, on request, must, so far as is reasonably practicable, give current relevant information on the matters referred to in subsection (4) to a person who carries out, or is to carry out, any of the activities referred to in subsection (2)(a) to (e).”

For Contractors the WHS Act also requires the provision of information, under section 25 Duties of persons conducting businesses or undertakings that supply plant, substances or structures. In section (4) it states

“The supplier must give adequate information to each person to whom the supplier supplies the plant, substance or structure concerning:

- (a) each purpose for which the plant, substance or structure was designed or manufactured; and
 - (b) the results of any calculations, analysis, testing or examination referred to in subsection (3), including, in relation to a substance, any hazardous properties of the substance identified by testing; and
 - (c) any conditions necessary to ensure that the plant, substance or structure is without risks to health and safety when used for a purpose for which it was designed or manufactured or when carrying out any activity referred to in subsection (2)(a) to (e).
- (5) The supplier, on request, must, so far as is reasonably practicable, give current relevant information on the matters referred to in subsection (4) to a person who carries out, or is to carry out, any of the activities referred to in subsection (2)(a) to (e).”

4.3 Attachment 3 – Extract QLD Body Corporate and Community Management (Standard Module) Regulation 2008

Chapter 4 Body corporate meetings— Act, section 104

Part 2 Administrative arrangements for body corporate meetings

Division 2 Special provisions for first annual general meeting

79 Documents and materials to be handed over to body corporate at first annual general meeting

- (1) At the first annual general meeting, the original owner must give the following to the body corporate—
- (a) a register of assets containing an inventory of all body corporate assets;
 - (b) all plans, specifications, diagrams and drawings of buildings and improvements forming part of scheme land (as built) showing water pipes, electrical wiring, drainage, ventilation ducts, air conditioning systems and other utility infrastructure;
 - (c) all policies of insurance taken out by the original owner for the body corporate;
 - (d) an independent valuation for each building the body corporate must insure under chapter 8, part 9;
 - (e) documents in the original owner's possession or control relevant to the community titles scheme, including, for example, the body corporate's roll, books of account, meeting minutes, registers, any body corporate manager or service contractor engagement or letting agent authorisation, correspondence and tender documentation;
 - (f) the body corporate's seal;
 - (g) documents in the original owner's possession or control relevant to the buildings or improvements on scheme land, not including certificates of title for individual lots, or documents evidencing rights or obligations of the original owner that are not capable of being used for the benefit of the body corporate or an owner (other than an owner who is the original owner) of a lot, but including—
 - (i) contracts for building work, or other work of a developmental nature, carried out on scheme land; and
 - (ii) certificates of classification for buildings and fire safety certificates;
 - (h) administrative and sinking fund budgets showing the body corporate's estimated spending for the first financial year;
 - (i) a detailed and comprehensive estimate of the body corporate's sinking fund expenditure for the scheme's first 10 financial years that must include an estimate for the repainting of common property and of buildings that are body corporate assets.

Maximum penalty—150 penalty units.

- (2) If documents of the types mentioned in subsection (1) come into the original owner's possession after the body corporate's first annual general meeting, the original owner must hand them over to the body corporate's secretary at the earliest practicable opportunity.

Maximum penalty—20 penalty units.

The Australian Building Manual Guideline by WebFM, Engineers Australia, and Strata Community Association.

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Australian Building Manual Guideline