

## 1 : SAMPLE CONTENT - BUILDING O&M MANUAL

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Sample

## 1.1 BUILDING O&M MANUAL

### 1.1.1 ROLLER SHUTTER DOORSET SYSTEMS SS\_25\_30\_20\_74

#### 1.1.1.1 System Description

Roller shutter door installed to the servery at Springboard Primary School.

The door is supplied with a motor mounted inside the roller barrel, which provides limited operational usage (1 or 2 ops/hour), with an inertia safety brake at the opposite end.

The door should only be operated by trained personnel.

#### 1.1.1.2 Equipment & Material Schedules

Sample

### 1.1.1.2.1 Security Roller Shutter

Type					
Manufactured By		DOORS LTD			
Supplied By		DOORS LTD			
Description		Kitchen Servery Shutter			
Model Number		A100 Series			
Category		Pr_30_59_24_73 Roller shutter sets			
Component					
Asset Ref	Description				Location
RSH001	Roller Shutter Door				0-05
Attributes					
Description	Detail			Notes	
AssetType	Fixed			n/a	
WarrantyDurationUnit	Months			n/a	
WarrantyGuarantorParts	sales@doors.co.uk			n/a	
WarrantyDurationParts	12			n/a	
WarrantyGuarantorLabour	sales@doors.co.uk			n/a	
WarrantyDurationLabour	12			n/a	
NominalLength	5300mm			n/a	
NominalWidth	n/a			n/a	
NominalHeight	1210mm			n/a	
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
Thermal Link	Indupart	010100	72 deg C/ 75 kg/ 82mm	2	1 week lead time
Residual Risk					
Danger of injury if a body part gets trapped in the door.					
Do not or allow any persons to pass through the opening whilst the door is in operation					
Danger of injury from the door mechanism.					
Do not remove the casing over the curtain roll and the headgear unless the door is stopped, the chain is secured and locked in position or the power switched off at the isolator on power operated doors.					
Operate the door only by the means provided.					
Stand clear of the opening whilst operating the door.					
COSHH					
n/a					
Disposal					
Dismantling of the Door MUST be carried out by competent trained engineers.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.1.2.1_001	A100 Series	Tubular Motor Roller Shutter Doors	O&M Manual	DOORS LTD	<a href="#">View</a>

### 1.1.1.3 Operation

It is the responsibility of the operator to operate the equipment in a safe manner at all times, using the guidelines listed below:

**TO OPEN THE DOOR:**

Check the door is not locked in any way and that there are no obstructions that may prevent the door from opening. **DO NOT ATTEMPT TO OPERATE THE DOOR UNTIL ALL OBSTRUCTIONS HAVE BEEN REMOVED.**

Press the "UP" button once (positioned on the control panel at the side of the door), and the door will travel vertically until it reaches its upper limit switch. At the point the control circuit will open and the operational brake will engage to stop the door at its fully open position. If at any time you need to stop

the door, simply press the red emergency “STOP” button. To restart the open operation, simply press the “UP” button again.

If a key switch is supplied in lieu of push buttons, enter key into cylinder and turn towards “UP” to activate the door. The key switch will require continued pressure, as it is spring loaded to its “OFF” position.

#### TO CLOSE THE DOOR:

Check the door is not locked in any way and that there are no obstructions that may prevent the door from closing. Check that the area is clear of all personnel. **DO NOT ATTEMPT TO OPERATE THE DOOR UNTIL ALL OBSTRUCTIONS HAVE BEEN REMOVED.**

Apply continued pressure to the “DOWN” button, positioned at the side of the door, and the door will travel vertically until it reaches its lower switch. At this point the control circuit will open and the brake will engage to stop the door at its fully closed position. If at any point the button is released, the door will stop.

A safety brake is fitted to the non-motor end of the barrel assembly at high level. This is to prevent uncontrolled dropping of the door curtain. If a problem occurs that would cause the safety brake to engage the door will be locked in its position and the electrics to the motor will be open circuited. To release the brake, simply re-open the door. Please note that continued activation of the safety brake would substantially reduce its life expectancy.

#### EMERGENCY MANUAL OVERRIDE (if installed)

Before using the manual system, switch off the power at the isolator and remove the key from the starter unit.

In the event of a power failure, the door is supplied with a manual override system. This is via a hand crank and should only be used in emergencies. PLEASE NOTE that the emergency manual over ride system is not designed for everyday use and that excessive use will cause premature failure.

Locate the winding eye mechanism. This is located at the motor end of the barrel assembly. Insert the winding handle and wind the door in the direction required.

Note: Operators should be made aware of the emergency hand wind location.

#### 1.1.1.3.1 Warranty

If you have a fault with an appliance that you have purchased from XXXX Ltd, please click on the link below to download a Warranty Service form. Please then complete the form, sign it and return via email to [warranty@XXXX.co.uk](mailto:warranty@XXXX.co.uk). If you have any questions or queries please contact our office number 01245 330010 and someone will be able to help you. We will acknowledge receipt and get working on a resolution for you immediately.

The warranty offered on all our products is the manufacturer’s warranty and may vary from item to item. Some have 1,2,3 and up to 5 year parts & Labour warranty others are just parts only warranty. The warranty is outlined in the product details on the web site.

Warranty repairs for large items typically takes place at your premises. For some smaller items the manufacturer may offer a back to base warranty which means you would have to return the goods to them to establish the fault. Wholesale Ltd will acknowledge receipt of your warranty form, and will keep you informed of progress with the relevant manufacturer. We are committed to resolving the problem as quickly and efficiently as possible for you .

Warranty terms and conditions applies to mechanical breakdowns only. Door seals, glass, cosmetic trims, lights, bulbs etc, and all consumable items are exempt. Warranty does not cover installation, commissioning, or adjustments, all equipment must be installed and commissioned by a qualified engineer (if applicable), and in accordance with all local bylaws.

Where an extended parts and labour warranty is offered the equipment must be maintained and serviced in accordance with the manufacturer's instructions. Failure to maintain the equipment in accordance with the manufacturer's instructions will render the warranty void.

Warranty only applies to the original purchaser/user to whom delivered and is not transferable.

**Our warranty will also be null and void if:**

- a) Service work is undertaken by an unqualified or unauthorised person.
- b) Our authorised service representatives are denied the right to inspect equipment.
- c) Equipment is not paid for within the terms and conditions of supply.

#### Out of Warranty Repairs

If the warranty on your appliance has expired, don't worry, we'll be happy to quote you for a repair as long as the item was purchased from us. Our prices are highly competitive, and you can be assured you'll get a full briefing of the work that needs to be carried out as well as a quality repair of course. Please submit a completed Warranty Form at the top of this page.

Adobe Acrobat is most likely already installed on your computer. The download document will either be displayed for you in a browser window or will be available for you to save on your computer's disk, depending on your browser's settings. You can carry on browsing our website using your original browser window while you wait for the download to complete.

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### 1.1.1.4 Maintenance

#### 1.1.1.4.1 Roller Shutters

None Provided

## 1.1.2 FLOOR COVERING AND FINISHING SYSTEMS SS\_30\_42

### 1.1.2.1 System Description

Supply & installation of soft floor finishes as per agreed specification & drawings supplied by Main Contractor

## 1.1.2.2 Equipment & Material Schedules

### 1.1.2.2.1 Carpet Tiles (Cordiale)

Type					
Manufactured By		BURMATEX LTD			
Supplied By		CONTRACT FLOORING SERVICES			
Description		Flooring			
Model Number		Cordiale			
Category		Ss_30_42 Floor covering and finishing systems			
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Carpet Tile - 12182 Brazilian Sky	1-02	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12182 Brazilian Sky	1-04	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12182 Brazilian Sky	1-25	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12182 Brazilian Sky	0-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12182 Brazilian Sky	0-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12182 Brazilian Sky	0-49	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12186 Cambodian Silk	0-33	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12186 Cambodian Silk	0-39	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	1-02	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	1-03	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	1-04	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	1-20	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	1-25	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-11	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-14	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-41	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12105 Canadian Diamond	0-49	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	1-02	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	1-04	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	1-25	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	0-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	0-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12122 Chinese Turquoise	0-49	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	1-02	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	1-04	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	1-25	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	0-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	0-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12188 Costa Rican Sun	0-49	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12180 Japanese Indigo	0-15	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12180 Japanese Indigo	0-24	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12180 Japanese Indigo	0-30	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12180 Japanese Indigo	0-37	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12180 Japanese Indigo	0-40	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-08	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-10	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-11	n/a	31/08/2018	31/08/2018

n/a	Carpet Tile - 12103 Netherland Slate	1-15	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-17	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-18	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - 12103 Netherland Slate	1-19	n/a	31/08/2018	31/08/2018
<b>Attributes</b>					
Description		Detail			Notes
AssetType		Fixed			n/a
WarrantyDurationParts		12			n/a
WarrantyGuarantorParts		xxxxx@burmatex.co.uk			n/a
WarrantyGuarantorLabour		xxxxx@contractflooringservices.com			n/a
WarrantyDurationLabour		12			n/a
WarrantyDurationUnit		Months			n/a
NominalLength		50cm			n/a
NominalWidth		50cm			n/a
NominalHeight		n/a			n/a
<b>Spares</b>					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
<b>Residual Risk</b>					
n/a					
<b>COSHH</b>					
n/a					
<b>Disposal</b>					
Materials form inert waste and can be disposed of in normal landfill.					
<b>Referenced Documents</b>					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.1_001	Cordiale	Carpet Tiles	Data Sheet	BURMATEX LTD	<a href="#">View</a>
5.2.2.2.1_002	n/a	Carpet	Maintenance Procedures	BURMATEX LTD	<a href="#">View</a>



**1.1.2.2.2 Safety Vinyl Sheets (Expona Flow)**

Type					
Manufactured By	POLYFLOR LTD				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Safety Vinyl Sheets				
Model Number	Expona Flow				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-08	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-09	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-10	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-11	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-15	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-17	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-18	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-19	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	1-21	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-15	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-24	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-33	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-37	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-39	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9840 Oatmeal	0-40	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9849 Flaxen	0-17	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9849 Flaxen	0-32	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9849 Flaxen	0-35	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 9849 Flaxen	0-46	n/a	31/08/2018	31/08/2018
Attributes					
Description	Detail				Notes
AssetType	Fixed				n/a
WarrantyDurationUnit	Years				n/a
WarrantyGuarantorParts	info@polyflor.com				n/a
WarrantyDurationParts	12				n/a
WarrantyGuarantorLabour	enquiries@contractflooringservices.com				n/a
WarrantyDurationLabour	1				n/a
NominalLength	20m				n/a
NominalWidth	2m				n/a
NominalHeight	n/a				n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.2_001	Expona Flow	Safety Vinyl Sheets	Maintenance Procedures	POLYFLOR LTD	<a href="#">View</a>
5.2.2.2.2_002	Expona Flow	Safety Vinyl Sheets	Data Sheet	POLYFLOR LTD	<a href="#">View</a>

**1.1.2.2.3 Carpet Planks (Grade)**

Type					
Manufactured By	BURMATEX LTD				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Carpet Planks				
Model Number	Grade				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Carpet Plank - Grade 22509 Smoke	1-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank - Grade 22509 Smoke	1-24	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank - Grade 22509 Smoke	0-16	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank - Grade 22509 Smoke	0-18	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank - Grade 22509 Smoke	0-22	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank - Grade 22509 Smoke	0-23	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	1-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	1-24	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	0-16	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	0-18	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	0-22	n/a	31/08/2018	31/08/2018
n/a	Carpet Plank- Grade 22508 Zinc	0-23	n/a	31/08/2018	31/08/2018
Attributes					
Description	Detail				Notes
AssetType	Fixed				n/a
WarrantyDurationUnit	Years				n/a
WarrantyGuarantorParts	projects@burmatex.co.uk				n/a
WarrantyDurationParts	10				n/a
WarrantyGuarantorLabour	enquiries@contractflooringservices.com				n/a
WarrantyDurationLabour	1				n/a
NominalLength	50cm				n/a
NominalWidth	50cm				n/a
NominalHeight	n/a				n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.3_001	Grade	Carpet Planks	Data Sheet	BURMATEX LTD	<a href="#">View</a>
5.2.2.2.3_002	n/a	Carpet	Maintenance Procedures	BURMATEX LTD	<a href="#">View</a>

**1.1.2.2.4 Sports Flooring (Taraflex Multi-use)**

Type					
Manufactured By	GERFLOR LTD				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Sports Flooring				
Model Number	Taraflex Multi-use				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Sports Floor - 6.2 Wood Natural 433	0-01	n/a	31/08/2018	31/08/2018
n/a	Sports Floor - 6.2 Wood Natural 433	0-06	n/a	31/08/2018	31/08/2018
n/a	Sports Floor - 6.2 Wood Natural 433	0-07	n/a	31/08/2018	31/08/2018
Attributes					
Description	Detail				Notes
AssetType	Fixed				n/a
WarrantyDurationUnit	Years				n/a
WarrantyGuarantorParts	contractuk@gerflor.com				n/a
WarrantyDurationParts	12				n/a
WarrantyGuarantorLabour	enquiries@contractflooringservices.com				n/a
WarrantyDurationLabour	1				n/a
NominalLength	26.5lm max				n/a
NominalWidth	1.5lm				n/a
NominalHeight	6.2mm				n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.4_001	Taraflex	Sports Flooring	Data Sheet	GERFLOR LTD	<a href="#">View</a>
5.2.2.2.4_002	n/a	Sports Flooring	Maintenance Procedures	GERFLOR LTD	<a href="#">View</a>

**1.1.2.2.5 Safety Vinyl Sheets (Polysafe Apex)**

Type					
Manufactured By	POLYFLOR LTD				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Safety Vinyl Sheets				
Model Number	Polysafe Apex				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Safety Vinyl Sheet - 4202 Chromite	0-03	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 4202 Chromite	0-05	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 4202 Chromite	0-08	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 4202 Chromite	0-45	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 4202 Chromite	0-47	n/a	31/08/2018	31/08/2018
Attributes					
Description	Detail				Notes
AssetType	Fixed				n/a
WarrantyDurationUnit	Years				n/a
WarrantyGuarantorParts	info@polyflor.com				n/a
WarrantyDurationParts	12				n/a
WarrantyGuarantorLabour	enquiries@contractflooringservices.com				n/a
WarrantyDurationLabour	1				n/a
NominalLength	20m				n/a
NominalWidth	2m				n/a
NominalHeight	n/a				n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.5_001	Polysafe Apex	Safety Vinyl Sheets	Data Sheet	POLYFLOR LTD	<a href="#">View</a>
5.2.2.2.5_002	Polysafe Apex	Safety Vinyl Sheets	Maintenance Procedures	POLYFLOR LTD	<a href="#">View</a>

**1.1.2.2.6 Safety Vinyl Sheets (Polysafe Verona)**

Type					
Manufactured By		POLYFLOR LTD			
Supplied By		CONTRACT FLOORING SERVICES			
Description		Safety Vinyl Sheets			
Model Number		Polysafe Verona			
Category		Ss_30_42 Floor covering and finishing systems			
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	1-07	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	1-12	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	1-14	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	1-22	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	1-23	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	0-12	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	0-19	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	0-20	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	0-38	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5201 Cookie Cream	0-44	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	1-01	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	1-06	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	1-13	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	1-16	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-02	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-26	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-27	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-28	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-29	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-31	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-34	n/a	31/08/2018	31/08/2018
n/a	Safety Vinyl Sheet - 5203 Dolphin Grey	0-42	n/a	31/08/2018	31/08/2018
Attributes					
Description		Detail			Notes
AssetType		Fixed			n/a
WarrantyDurationUnit		Years			n/a
WarrantyGuarantorParts		info@polyflor.com			n/a
WarrantyDurationParts		12			n/a
WarrantyGuarantorLabour		enquiries@contractflooringservices.com			n/a
WarrantyDurationLabour		1			n/a
NominalLength		20m			n/a
NominalWidth		2m			n/a
NominalHeight		n/a			n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes

n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.6_001	Polysafe Verona	Safety Vinyl Sheets	Data Sheet	POLYFLOR LTD	<a href="#">View</a>
5.2.2.2.6_002	Polysafe Verona	Safety Vinyl Sheets	Maintenance Procedures	POLYFLOR LTD	<a href="#">View</a>

Sample

**1.1.2.2.7 Safety Vinyl Sheet (Polysafe Quattro)**

Type					
Manufactured By	POLYFLOR LTD				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Safety Vinyl Sheet				
Model Number	Polysafe Quattro				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Safety Vinyl Sheet - Cool Pebble	0-25	n/a	31/08/2018	31/08/2018
Attributes					
Description	Detail				Notes
AssetType	Fixed				n/a
WarrantyDurationUnit	Years				n/a
WarrantyGuarantorParts	info@polyflor.com				n/a
WarrantyDurationParts	12				n/a
WarrantyGuarantorLabour	enquiries@contractflooringservices.com				n/a
WarrantyDurationLabour	1				n/a
NominalLength	20m				n/a
NominalWidth	2m				n/a
NominalHeight	n/a				n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.7_001	Polysafe Quattro	Safety Vinyl Sheet	Data Sheet	POLYFLOR LTD	<a href="#">View</a>
5.2.2.2.7_002	Polysafe Quattro	Safety Vinyl Sheet	Maintenance Procedures	POLYFLOR LTD	<a href="#">View</a>

**1.1.2.2.8 Carpet Tiles (Zephyr)**

Type					
Manufactured By	HECKMONDWIKE FB LTD.				
Supplied By	CONTRACT FLOORING SERVICES				
Description	Carpet Tiles				
Model Number	Zephyr				
Category	Ss_30_42 Floor covering and finishing systems				
Component					
Asset Ref	Description	Location	Asset No	Installation Date	Warranty start date
n/a	Carpet Tile - Silver	0-09	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-13	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-15	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-21	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-24	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-33	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-39	n/a	31/08/2018	31/08/2018
n/a	Carpet Tile - Silver	0-40	n/a	31/08/2018	31/08/2018
Attributes					

Description		Detail			Notes
AssetType		Fixed			n/a
WarrantyDurationUnit		Years			n/a
WarrantyGuarantorParts		sales@heckmondwike-fb.co.uk			n/a
WarrantyDurationParts		5			n/a
WarrantyGuarantorLabour		enquiries@contractflooringservices.com			n/a
WarrantyDurationLabour		1			n/a
NominalLength		50cm			n/a
NominalWidth		50cm			n/a
NominalHeight		n/a			n/a
Spares					
Description	Manufacturer	Part No.	Size/Type/Rating	Qty	Notes
n/a	n/a	n/a	n/a	n/a	n/a
Residual Risk					
n/a					
COSHH					
n/a					
Disposal					
Materials form inert waste and can be disposed of in normal landfill.					
Referenced Documents					
Index	Reference	Description	File Type	Company	Link
5.2.2.2.8_001	Zephyr	Carpet Tiles	Data Sheet	HECKMONDWIKE FB LTD.	<a href="#">View</a>
5.2.2.2.8_002	n/a	Carpet Tiles	Maintenance Procedures	HECKMONDWIKE FB LTD.	<a href="#">View</a>



### 1.1.2.3 Operation

Not applicable.

### 1.1.2.4 Maintenance

#### 1.1.2.4.1 Floor Coverings

Maintenance		
Detail	Frequency	Notes
Flooring should be vacuumed at least once day. Consider vacuuming highly-trafficked areas more frequently. If a planned cleaning regime is followed, need for an intensive wall-to-wall cleaning by wet extraction or shampooing may be required only once a year.	1 Days	Corrective cleaning should always be carried out by professional carpet cleaners.

#### 1.1.2.4.2 Manufacturers Recommended Maintenance

Title	1D	1W	2W	1M	2M	3M	4M	6M	1Y	2Y	3Y	4Y	5Y	10Y	A/R	Notes	view
<b>Maintain:</b> Carpets															✓	Refer to page 1 of Burmatex Maintenance Procedures	<a href="#">View</a>
<b>Maintain:</b> Vinyl Flooring															✓	Refer to page 1 of Polyflor Expona Flow Maintenance Procedures	<a href="#">View</a>
<b>Maintain:</b> Vinyl Flooring															✓	Refer to page 4 of Gerflor Cleaning Procedures	<a href="#">View</a>
<b>Maintain:</b> Vinyl Flooring															✓	Refer to page 1 of Polyflor Polysafe Apex Maintenance Procedures	<a href="#">View</a>
<b>Maintain:</b> Vinyl Flooring															✓	Refer to page 1 of Polyflor Polysafe Verona Maintenance Procedures	<a href="#">View</a>
<b>Maintain:</b> Vinyl Flooring															✓	Refer to page 1 of Polyflor Polysafe Quattro Maintenance Procedures	<a href="#">View</a>
<b>Maintain:</b> Carpet	✓														✓	Refer to page 3 of Heckmondwike Maintenance Procedures	<a href="#">View</a>

### 1.1.3 LITERATURE SUMMARY

Index	Author	Description	Reference	Type
<a href="#">5.2.1.2.1_001</a>	DOORS LTD	Tubular Motor Roller Shutter Doors	A100 Series	<a href="#">OM Manual</a>
<a href="#">5.2.2.2.1_001</a>	BURMATEX LTD	Carpet Tiles	Cordiale	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.1_002</a> <a href="#">5.2.2.2.3_002</a>	BURMATEX LTD	Carpet	n/a	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.3_001</a>	BURMATEX LTD	Carpet Planks	Grade	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.4_001</a>	GERFLOR LTD	Sports Flooring	Taraflex	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.4_002</a>	GERFLOR LTD	Sports Flooring	n/a	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.8_001</a>	HECKMONDWIKE FB LTD.	Carpet Tiles	Zephyr	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.8_002</a>	HECKMONDWIKE FB LTD.	Carpet Tiles	n/a	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.2_001</a>	POLYFLOR LTD	Safety Vinyl Sheets	Expona Flow	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.2_002</a>	POLYFLOR LTD	Safety Vinyl Sheets	Expona Flow	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.5_001</a>	POLYFLOR LTD	Safety Vinyl Sheets	Polysafe Apex	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.5_002</a>	POLYFLOR LTD	Safety Vinyl Sheets	Polysafe Apex	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.6_001</a>	POLYFLOR LTD	Safety Vinyl Sheets	Polysafe Verona	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.6_002</a>	POLYFLOR LTD	Safety Vinyl Sheets	Polysafe Verona	<a href="#">Maintenance Procedures</a>
<a href="#">5.2.2.2.7_001</a>	POLYFLOR LTD	Safety Vinyl Sheet	Polysafe Quattro	<a href="#">Data Sheet</a>
<a href="#">5.2.2.2.7_002</a>	POLYFLOR LTD	Safety Vinyl Sheet	Polysafe Quattro	<a href="#">Maintenance Procedures</a>