THE UNIVERSITY of EDINBURGH
Estates Department



Operation & Maintenance Manual and Health & Safety File Protocol

Version	Date	Nature of Revision	Author	Approved by	Signed
1.0	25/09/2026	New Guideline		Tommy Angus	Aislinn Wood

Operation & Maintenance (O&M) Manual and Health & Safety (H&S) File Protocol

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1. Document Aim

The aim of this protocol is to provide a comprehensive overview of the life cycle of the Operations & Maintenance (O&M) manual and the Health and Safety (H&S) File, from the moment they are received to their eventual disposal (where appropriate). This procedure ensures that all manuals are accurately documented, properly stored, and effectively communicated to relevant Estates Teams, maintaining compliance with organisational standards.

2. On Receipt of O&M Manual or H&S File

The Project Manager is responsible for receiving the O&M manual from the contractor, and the H&S File from the Principal Designer. The manual and file should be received during the RIBA Stage 6 handover, as stated in the Estates Design Guidelines No.19. Upon receipt, they must ensure two copies are provided: one physical (unless the project is too large to allow paper copies) and one digital copy (issued via email to: EstatesOandM@ed.ac.uk). This ensures accessibility in both formats for ease of use. The Project Manager must verify with relevant Estates Teams that both copies are complete and accurate before proceeding to the next step.

3. Document Verification

The Project Manager is responsible for thoroughly checking the manuals to ensure they are correct and complete. This verification process involves cross-referencing the content of the manuals with the instructions and guidelines provided to the contractors (Appendix: A to I of the Estates Design Guidelines No.19) by relevant Development and Operations teams. They must ensure that all required sections are present, the information is accurate, and the manuals adhere to the specified format and standards. Any discrepancies or omissions should be promptly addressed with the contractor before proceeding to the next steps.

4. Document Handover

Once the documents have been checked and confirmed as satisfactory, the Project Manager is responsible for notifying the Estates Records & Information Section (via email to: Estates.InformationManagement@ed.ac.uk) about the receipt of the new manual/file(s). The PM

must provide both the digital and physical copy of the manuals to enable the Records & Information Manager to proceed with cataloguing and storage, maintaining the consistency and accessibility of the documentation.

5. Document Storage

The Records & Information Manager is responsible for cataloguing and maintaining an updated record of all manuals available to the relevant teams within the Estates Department.

They will apply the agreed naming convention in the format: *YYYYMM – Project Number - Project Name* to facilitate easy identification and retrieval of documents.

The digital copy of the manuals will be stored in the designated location (O&M folder and H&S File folders within the Building Folder) on the shared drive, ensuring accessibility to all authorised users. The physical copy will be placed in the designated area of the corresponding building, previously agreed with the Building Manager and with exact location also recorded on the shared drive.

6. Communication

The Records & Information Manager will issue a communication to all relevant parties, informing them of the availability of the new manual. This communication will include details on where the manual is stored and the specific naming convention used for easy retrieval.

7. Retention and Disposal

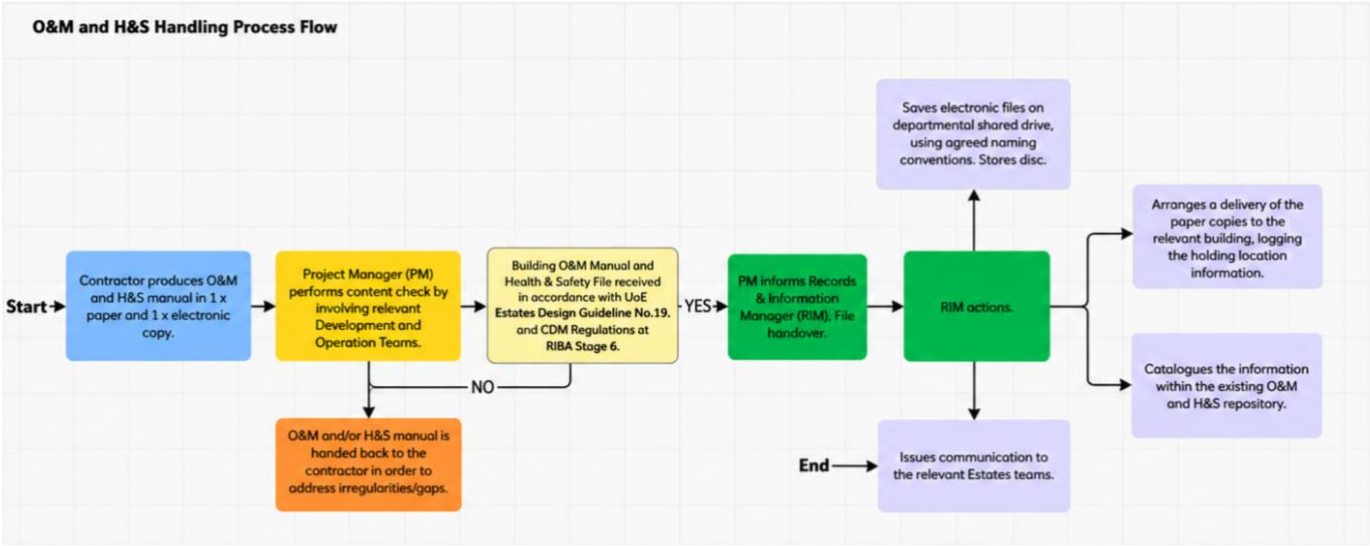
O&M manuals and H&S files, must be retained for the entire period the University of Edinburgh owns a building. These manuals serve as vital references for the maintenance, operation, and safety of the building and its systems.

If the building is sold - both digital and paper copies of the O&M manuals must be transferred over to the new owner. This responsibility lies with the Estates Property Management Team.

If the building is demolished - the O&M manuals should be retained until the demolition process is complete. Once demolition has been complete, both digital and physical copies may be securely disposed of. This responsibility lies with the Estates Records and Information Section.

Please note: proper disposal methods, including secure digital deletion and physical shredding, should be followed to ensure confidentiality and data protection. All deleted files must be logged within the appropriate disposition log.

Appendix 1


O&M and H&S Handling Process Flow
Start
Contractor produces O&M and H&S manual in 1 x paper and 1 x electronic copy.
Project Manager (PM) performs content check by involving relevant Development and Operation Teams.
Building O&M Manual and Health & Safety File received in accordance with UoE Estates Design Guideline No.19. and CDM Regulations at RIBA Stage 6.
YES
NO
O&M and/or H&S manual is handed back to the contractor in order to address irregularities/gaps.
PM informs Records & Information Manager (RIM), File handover.
RIM actions.
Saves electronic files on departmental shared drive, using agreed naming conventions. Stores disc.
Arranges a delivery of the paper copies to the relevant building, logging the holding location information.
Catalogues the information within the existing O&M and H&S repository.
End
Issues communication to the relevant Estates teams.