



EZYMANUAL®

HYDRAULIC & FIRE SERVICES

**QUICK GUIDE TO PREPARING AN OPERATION &
MAINTENANCE MANUAL FOR YOUR PROJECT**



PLUMBASSIST

EZYMANUAL©

QUICK GUIDE TO PREPARING AN
OPERATION AND MAINTENANCE MANUAL
FOR YOUR PROJECT.

EZYMANUAL© Quick Guide to preparing an operation and maintenance manual for your project.

WHY IS IT IMPORTANT?

You have worked hard to complete your project. It is very likely that this project will become a long-term asset to the building owner and its occupants. An operation and maintenance manual that describes key components and systems within the building(s) and explains how they should be operated and maintained will help ensure that the project meets the requirements of the client and the building occupants.

The team that designs and develops the building, especially if the team includes the client / building owner / property manager, is in the best position to describe its efficient operation and maintenance, and to provide input to the operation and maintenance manual over the course of the project.

The proper preparation of operation and maintenance manuals will ensure work is efficiently operated and well maintained long into the future, both protecting and further adding to your professional reputation.

WHEN SHOULD THIS BE DONE?

Progressively during construction phase, prior to the project being occupied.

WHO SHOULD DO THIS?

The plumbing contractor, in conjunction with the hydraulic consultant, the architect, the builder and the owner/developer, where possible. A co-operative, co-coordinated approach will ensure a quality final product.

WHAT SHOULD BE DONE?

Identify key design elements, systems and materials that are critical to long term quality and performance of your project:

HYDRAULIC SERVICES OPERATION AND MAINTENANCE MANUAL.

[INSERT PROJECT NAME HERE]

PREPARED BY

[CLICK HERE AND TYPE DETAILS] PLUMBING PTY LTD.

FIRE & HYDRAULIC SERVICES CONTRACTOR

[CLICK HERE AND TYPE DETAILS]

SYDNEY, NSW 2000

T - (02) [CLICK HERE AND TYPE DETAILS]

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M - (02) [CLICK HERE AND TYPE DETAILS]

E-MAIL - [CLICK HERE AND TYPE DETAILS]

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1. SANITARY PLUMBING AND DRAINAGE

1.1. GENERALLY

The sanitary drainage system collects drainage from the fixtures located at ground level as well as sewerage discharge from the sanitary plumbing system, and is installed as shown on the as constructed drawings.

The sanitary drainage system is connected to the Sydney Water Sewer system at [Click here and type details] Location, indicated on the as constructed drawings.

The sanitary plumbing system collects sewerage from the fixtures located above ground floor and reticulates to the sanitary drainage system, indicated on the as constructed drawings.

Sewer inspection and maintenance points have been installed, and are indicated upon the as constructed drawings.

1.2. MATERIALS

Materials used in the construction of the sanitary drainage system include:

- UPVC Piping
- Vitreous Clay Piping

Materials used in the construction of the sanitary plumbing system include:

- UPVC Piping
- Mechanically Jointed Cast Iron Piping

- Copper Tube
- Silair Acoustically Rated Piping

1.3. PUMPS

Pumps relating to sanitary plumbing and drainage are covered in full detail within the pumps section. The following indicates the general location of pumps servicing the sanitary plumbing and drainage services.

- **SANITARY DRAINAGE PUMP OUT UNIT NO. 1**

Location [Click here and type details]

Manufacturer – [Click here and type details]

Type – [Click here and type details]

Model No – [Click here and type details]

- **SANITARY DRAINAGE PUMP OUT UNIT NO. 2**

Location [Click here and type details]

Manufacturer – [Click here and type details]

Type – [Click here and type details]

Model No – [Click here and type details]

cracks or spalling			vegetation from external walls and repair as required.
Inspect and remove any debris debris/litter/mulch etc blocking grates of return pit	Six monthly	Owner	Remove debris and floatable material likely to be carried to grates.
Inspect storage areas & remove debris/mulch/litter etc likely to block screens/grates	Six monthly	Owner	Remove debris and floatable material likely to be carried to grates.
Compare storage volume to volume approved. (Rectify if loss > 5%)	Annually	Maintenance Contractor	Compare actual storage available with Work-as Executed plans. If volume loss is greater than 5%, arrange for reconstruction to replace the volume lost. Council to be notified of the proposal.
Inspect storages for subsidence near pits	Annually	Maintenance Contractor	Check along drainage lines and at pits for subsidence likely to indicate leakages.

***OPERATING AND
MAINTENANCE INSTRUCTIONS***

***FOR
FIRE HYDRANT SYSTEM AND
FIRE HOSE REEL SYSTEM***

***AT
[INSERT PROJECT NAME HERE]***

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2. SECTION - 1 SYSTEM DESCRIPTION

The Fire Hydrant/Hosereel System has been installed to protect the entire building.

The Fire Hydrant System is complete with all pipework, landing valves, valves, boosters, pumps and water supplies.

The Fire Hosereel System is complete with all pipework, hosereels, valves, pumps and water supplies.

2.1. FIRE HYDRANT SYSTEM

The Hydrant System is a run of pipework permanently charged with water under pressure.

This system is for use of the Fire Brigade or trained fire crews only.

By attaching the hose and turning the landing valve on, water is discharged through the hose; the resulting drop in pressure starts the pump.

No alarms are raised except the local pump run bell.

The water supply for the Hydrant System is from the town's main and storage tank (*where installed*).

2.2. HOSEREEL SYSTEM

The Hosereel System is a run of pipework permanently charged with water under pressure.

This system is for the use of personnel working in the area to contain the fire.

The resulting drop in pressure starts the pump (if pump is installed).

No alarms are raised.

Date of service.....

Hydrant record card (weekly inspection, testing and maintenance)

Premises.....

Maintenance Organization.....

Address

Telephone

Place a tick in box where item is satisfactory Place a cross in box where item is unsatisfactory
NOTE: Give details of all unsatisfactory items in REPORT section.

<u>Weekly Checks</u>	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Battery corrosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrolyte level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voltage per cell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump water, fuel and oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump spares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump cut-in pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump gland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump run alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priming water level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric pump phase failure alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric pump vibration and heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil and fuel leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belt drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compression - ignition engine driven pump	Battery charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Failure alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vibration and heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Running speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil and fuel levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stop mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date (Weekly) _____

Report:

Hydrant identification (if necessary)

Location