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| **VOLUME 1** |
| **1** | **Introduction and Guide** |
|  | The first section confirms the purpose and scope of this manual and lists those involved in the design and installation of the mechanical services. |
| **2** | **Health & Safety** |
|  | The manual is a Health & Safety document. This section details Health & Safety requirements for those working on or authorising work on the mechanical installation. |
| **3** | **General Description of Mechanical Installation** |
|  | This section contains any design criteria and a description of the installed systems, which should be read in conjunction with the drawings provided in Section 8 and any manufacturers literature provided in Section 9. |
| **4** | **Operating Procedures** |
|  | This section describes start up, operating, shut down and fault-finding procedures for the individual systems and installed equipment. |
| **5** | **Maintenance Procedures** |
|  | This section describes industry recognised periodic maintenance functions for the installed systems and equipment. Reference should also be made to manufacturers literature provided in section 9. |
| **6** | **Equipment & Supplier Schedule** |
|  | This section contains equipment schedules for all major plant items detailing the Manufacturer, Model No, Installed Location and other relevant information. |
| **7** | **Commissioning Data & Test Certificates** |
|  | This section contains records of all commissioning data resulting from the various systems being set to work and adjusted to meet design conditions. |
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| **8** | **As-Fitted Record Drawings** |
|  | Contains a copy of the Record Drawings of the systems installed along with any additional drawings deemed relevant.  |
| **9** | **Manufacturers Technical Literature** |
|  | This section contains the manufacturer’s technical literature and any Installation / Operating / Maintenance instructions. It may also contain specific O&M manuals provided by a sub-contractor or manufacturer referred to elsewhere in the manual.  |
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