**Health & Safety File / O&M Manual Notification Form**

Please complete and return to Lee Degiorgio or Matthew Mellish of Denaploy by e-mail on [leed@denaploy.co.uk](mailto:leed@denaploy.co.uk)

or [m.mellish@denaploy.co.uk](mailto:m.mellish@denaploy.co.uk).

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| **Project Details: -** | |
| **Full Project Title/Project name**  (this title will be displayed on all documentation) |  |
| **Project Address**  (please give the full project address including building name, floor number, area name and full postcode) |  |
| **Project Number**  (this will be displayed within documentation) |  |
| **Project Value** |  |
| **Format Required:**  Standard/Other (Please Specify) |  |

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| **Dates: -** | |
| **Project Start Date** |  |
| **Phased Completion Date(s)**  (please note if the project has phased handovers which will require early handover of O&M documentation) |  |
| **Project Completion Date** |  |
| **First Draft Date**  Typically, 4 WEEKS before PC (OR SC IF REQUIRED) |  |
| **Final Manual Handover Date**  PC DATE |  |

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| **Copy requirements: -** | |
| **Number of CDs/USBs required** |  |
| **Number of hard copies**  (Paper Copies only available at final issue, Conversions require 2-3 days) |  |

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| **Your Team: -** | |
| **Senior Contracts Manager** | Name:  Contact Number:  Email: |
| **Contracts Manager/ QS** | Name:  Contact Number:  Email: |
| **Site Manager** | Name:  Contact Number:  Email: |
| **Document Administrator and log in details if appropriate** (Asite, 4projects etc) | Name:  Contact Number:  Email:  Username:  Password: |

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| **The following information will be needed as soon as possible: -** | | |
| Please Mark what can be issued now and a date as to when we can receive the outstanding documents. | **Included**  (Delete Appropriate) | **If ‘N’ confirm date to issue** |
| **Contract Directory – full contact details and package(s)** | Y/N |  |
| **Construction Phase Plan** | Y/N |  |
| **Scope of works** (PDF only) | Y/N |  |
| **Pre-Construction Information Pack** | Y/N |  |
| **Asbestos Register** | Y/N |  |
| **Other documents. E.g.** Fire Strategy, Disabled Access Plan, Design Risks (list as noted) | Y/N |  |