



The University of Newcastle

Infrastructure and Facilities
Services

Project Briefing Document

MW and MMW Contracts

Project Handover

Standards

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1 PURPOSE

The handover of a project to the University of Newcastle (UON) at the end of construction is a critical stage of the project delivery process and facility operation success. A well organised, efficient, and effective transfer of information from project works to the UoN's Infrastructure and Facilities Services (IFS) Campus Services Team is essential.

The handover program shall be organised by the Project Manager in conjunction with the Principal Contractor, main Subcontractors, and respective members of the IFS Campus Services Team.

This document identifies the required documentation and actions to be undertaken during any project handover to the University IFS team.

2 GLOSSARY OF TERMS

AS	Australian Standard
BCA	Building Code of Australia
BEP	Best Environmental Practice
BMS	Building Management System
CCTV	Security Surveillance System
GIS	Geographic Information System
IFS	Infrastructure & Facilities Services
ISO	International Organisation for Standardisation
NCC	National Construction Code
NOD	Notice of Disruption
O&Ms	Operations & Maintenance Manuals
PCP	Post-Completion Period
SWMS	Safe Work Method Statements
UON	University of Newcastle
WHS	Work Health & Safety

3 PROJECT HANDOVER MEETING

The Project Manager is to organise a dedicated project meeting to discuss the project handover with relevant members from the IFS Campus Services Team, Design Team, Principal Contractor, and major Subcontractors. The meeting should be held at minimum 4 weeks prior to the agreed Completion Date.

4 PROJECT COMPLETION

4.1 GENERAL

IFS will not accept Completion of a project unless the requirements outlined in the contract definition as stated in the Contract have been achieved. The following information is presented to streamline the requirements from the Principal Contractor and the expectations from the University.

4.2 TESTING COMMISSIONING AND TRAINING

The Principal Contractor is to ensure that pre-determined testing, commissioning, and training is made available to representatives of the IFS Campus Services team. Where there are specialised or restricted systems IFS may include representatives from the University's respective maintenance contractors to also attend. It is expected that training expertise and materials will be included as part of the plan.

4.3 LICENCES CERTIFICATES AND REGISTRATIONS

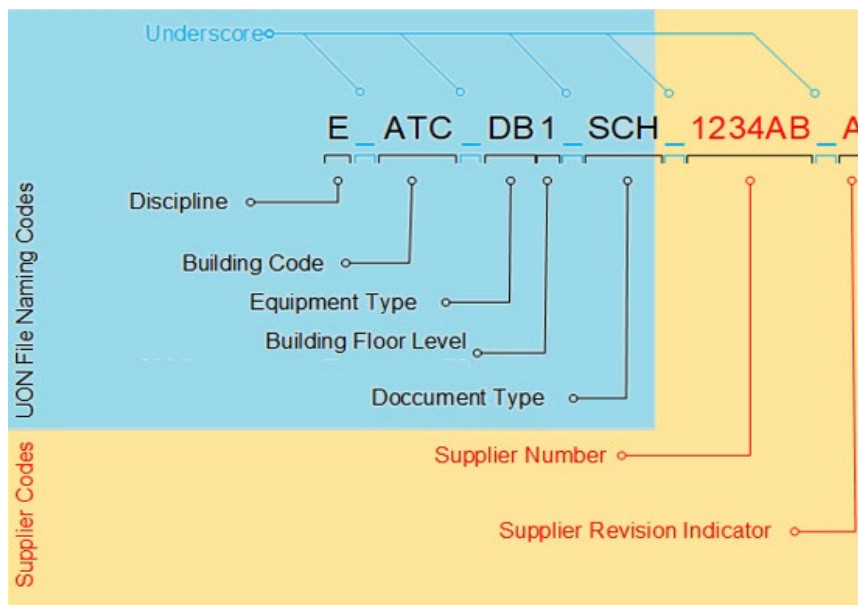
All licences, certifications, registrations, and documentation required by WorkSafe NSW, the Building Code of Australia, AQIS, OGTR or any other Statutory Authority, or other Certifying Agency shall be provided prior to taking occupancy or accepting Completion.

4.4 OPERATIONS AND MAINTENANCE MANUALS

Operation & Maintenance Manuals are to be included as part of the Handover Documents. Manuals must only contain information pertaining to the works such as instructions, schedules, maintenance plans etc. Operational & Maintenance Manuals are not to be combined as 1 document and should be separated on a trade basis. The University will not accept product catalogues that are irrelevant to the Works Contract.

4.5 DRAWINGS

All as built documentation, works as executed drawings and single line diagrams must be submitted in PDF and DWG format. Naming convention methodology below is to be used:



All small-scale plans are to be updated where changes have been made to building structure or the Contract Works are a new build. University requirements for small-scale plans are as per Attachment 1 - Small-scale Plans AutoCAD Drawing Template.

Certified survey drawings are required to be uploaded to the UON's GIS.

4.6 ASSET DATA

Asset identification is required for both new and decommissioned assets. All maintainable assets are to be labelled with the University provided barcode stickers. The Project Manager will provide the Principal Contractor with the relevant Excel documents to populate the required information.

4.7 DOCUMENTATION STRUCTURE

The University requires documentation for **all** aspects of the Construction Works. The documentation is to be submitted on a trade basis including any specialist services, using the following folder structure:

Project Name

1. Trade Activity (Building, Electrical, Fire, Hydraulic, Mechanical, Grounds, Specialist, etc)
 - 1.1 Directory
 - 1.2 Equipment and Product Information
 - 1.3 Testing, Commissioning and Training Data
 - 1.4 Licences, Certificates and Registrations
 - 1.5 Operation & Maintenance Manuals and Warranties
 - 1.6 Drawings
 - 1.7 Asset Data Capture & Decommissioning

5 POST COMPLETION

5.1 GENERAL

Post Completion requirements are as per the contract documents. The Principal Contractor will be responsible for any identified and agreed upon defects for the period identified in the contract information.

5.2 CONTRACTOR REQUIREMENTS

Contractors shall be considerate that project sites are no longer under their direct control and as a result, all contractors undertaking defect rectification works on the University sites are required to comply with the University general contractor requirements. Principal Contractors and Project Managers shall ensure that all personnel working on site are both aware of the University requirements and compliant with these requirements, including but not limited to:

- Contractor Induction
- Restricted Spaces Induction
- LV Electrical and SK Key Induction
- Contractor identification card
- Permit to Work Process
- Notification Process

All works shall be undertaken under a safety management plan, with applicable supervision, SWMS, risk assessments etc. in place as required.

6 DOCUMENTATION & RECORDS

All documentation must be provided by the contractor in electronic format as per the documentation structure and approved by the University.

