

BUILDING USER GUIDE

How the building works, in plain words, for the people who will run it

TEMPLATE — COMPLETE AND HAND OVER

KD-HO-BU-004 Rev A0

The O&M manual is for the engineer; this guide is for the receptionist, the caretaker, the head teacher, the facilities manager on their first day. It tells them how the building works and what to do, in plain words, in a few pages. The Building Regulations 2010 require the owner to be given information on operating the building services and the ventilation (Approved Document L and Approved Document F); the Regulatory Reform (Fire Safety) Order 2005 makes the occupier's responsible person answerable for the fire arrangements from the day they take the building. Each field carries a hint for what to write; write it as if to someone who has never been in a plant room, because that is who will read it. Attach the fire strategy drawing and the isolation-point plan.

1 THE BUILDING

BUILDING	USE AND HOURS	OWNER / MANAGING AGENT
BUILDING MANAGER / FACILITIES CONTACT	OUT-OF-HOURS CONTACT	CONTRACTOR (DEFECTS PERIOD)

2 HOW THE BUILDING WORKS — ONE PARAGRAPH EACH, IN PLAIN WORDS

HEATING AND COOLING
VENTILATION
LIGHTING AND CONTROLS
HOT AND COLD WATER
ELECTRICITY
OTHER SYSTEMS

3 FIRE AND LIFE SAFETY

IF THE ALARM SOUNDS		
WHAT IS TESTED AND HOW OFTEN		
RESPONSIBLE PERSON	FIRE RISK ASSESSMENT	FIRE SAFETY INFORMATION HELD AT

continued

TEMPLATE — COMPLETE AND HAND OVER

KD-HO-BU-004 Rev A0

4 SECURITY AND ACCESS

DOORS, CODES AND KEYS

5 ENERGY AND METERING

METERS AND HOW TO READ THEM

6 WHAT NEEDS DOING, AND WHO DOES IT

[illegible]

7 EMERGENCY SHUTDOWNS — WHERE THE ISOLATION POINTS ARE

[illegible]

8 WHERE THE DOCUMENTS ARE

O&M MANUAL	HEALTH AND SAFETY FILE	AS-BUILT DRAWINGS
GUIDE WRITTEN BY	DATE	ISSUED TO

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.