

<BUILDING PICTURE>

<Building Name>

<Building Code>

Building Handbook

<Month & Year Edited/Created>

Contents

1.0 Introduction 1

2.0 University Policies and Procedures 1

3.0 Addresses 1

3.1 Building Address 1

3.2 Postal Addresses 1

4.0 Key Contacts 1

5.0 Fire, Emergency and Safety 1

5.1 Emergency Contacts 1

5.2 Overview of Fire Systems 2

5.3 Evacuation Plans & Procedures 2

5.4 Location of First Aid Kits, AEDs and Officers 2

6.0 Waste & Cleaning 2

6.1 Cleaning detail and frequency 2

6.2 What can be recycled in provided bins 2

6.3 Location of waste & recycling and frequency of collection 2

7.0 Parking and Transport 2

8.0 Maintenance 2

9.0 About the Building and its Systems and Features 2

9.1 History, Function and Features 2

9.2 Design Criteria 2

9.3 Electrical Systems 3

9.4 HVAC Systems 3

9.5 Security Systems 3

9.6 Water Systems 3

9.7 Indoor Environment Quality Features 3

10.0 Building Performance 3

10.1 Energy 3

10.2 Water 3

10.3 Metering and Monitoring 3

11.0 Building Works 3

# Introduction

This building handbook is to inform the building occupants and users of the buildings features and their operation. It also provides general and building specific information on the University’s operation and maintenance of its facilities. Utility usage or operational targets may also be included to provide guidance as to how the building is performing.

If any of the content of this manual is incorrect or obsolete please inform ISD by email to: [campus.services@utas.edu.au](mailto:campus.services@utas.edu.au)

This template contains hidden text in grey that is to be kept to assist future editing of the document. The Show/Hide button or function in MS Word can be used to show or hide it.

Highlighted hidden text has been used as a key for identifying who should be providing the content with some further clarification.

Key

<UNIVERSITY>

<DESIGNER BUILDING>

<DESIGNER SERVICES>

<ESD/GREEN STAR CONSULTANT>

<CONTRACTOR>

# University Policies and Procedures

The University has a number of policies and procedures applicable to the built environment and operations.

These can be found at, [www.utas.edu.au/policy](http://www.utas.edu.au/policy).

Notable ones are;

* Facilities Access Control Policy
* Parking Policy and Procedure
* Venue Hire Policy
* Space Management Policy and Allocation Guidelines
* Sustainable Built Environment Designs Policy
* Sustainability Policy

# Addresses

## Building Address

<UNIVERSITY>

## Postal Addresses

<UNIVERSITY>

# Key Contacts

<UNIVERSITY>

**Infrastructure Services & Development**

(Provider of maintenance, cleaning, waste, parking, transport, works, sustainability, security)

<http://www.utas.edu.au/infrastructure-services-development/emergency-management>

Email: [campus.services@utas.edu.au](mailto:campus.services@utas.edu.au)

Phone: 6226 2791

# Fire, Emergency and Safety

## Emergency Contacts

**University Security**

Hobart urgent: 6226 7600

Launceston urgent: 6324 3336

Rozelle urgent: 0402 696 321

Ambulance: 000

Fire: 000

Police: 000

Refer to; <http://www.utas.edu.au/infrastructure-services-development/emergency-management>

for more emergency information or; <http://www.utas.edu.au/campus-services/security> for security information.

## Overview of Fire Systems

<DESIGNER SERVICES>

Provide overview from design/tender/construction. What and where is the detection? What and where is the suppression? Is there to aid evacuation like smoke exhaust?

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Evacuation Plans & Procedures

<UNIVERSITY>

Insert copies of plans & procedures for the building, covering off on fire exits, escape routes, life evacuation procedures / alarm systems and disabled refuge locations / alarm systems

Insert table of fire wardens

## Location of First Aid Kits, AEDs and Officers

<UNIVERSITY>

Insert copies of SISfm plans showing First Aid Kit and AED locations.

Insert table of first aid officers

# Waste & Cleaning

## Cleaning detail and frequency

<UNIVERSITY>

Insert a brief description of the provided cleaning services from the manager of cleaning, waste and pest control

## What can be recycled in provided bins

<UNIVERSITY>

Insert the standard items that can be recycled from another handbook. Check with UTAS Sustainability if still correct.

## Location of waste & recycling and frequency of collection

<UNIVERSITY>

Insert plans showing waste points (bins) and note their function and frequency of collection. Alternatively provide a table of them with room numbers as per the SISfm plans.

# Parking and Transport

<UNIVERSITY>

With assistance from Campus Services and Sustainability Manager, insert brief description with plans of the parking arrangements and what transport options there are. Cover off on, car parking provision, cyclist facilities, electric bike/vehicle charging locations, public transport and alternative transport programs including any University ones like carpooling.

# Maintenance

<UNIVERSITY>

Maintenance of the building is undertaken by Infrastructure Services and Development. This includes:

* Statutory & Preventative Maintenance Works
* Corrective Maintenance Works
* Cleaning
* Waste Management
* Grounds Maintenance Works
* Pest Control

All maintenance is performed under the University’s Strategic Asset Management Framework.

For further information, such as how to request works, maintenance, cleaning or the like, refer to the ISD website:

<http://www.utas.edu.au/infrastructure-services-development/home>

# About the Building and its Systems and Features

## History, Function and Features

<UNIVERSITY>

<DESIGNER BUILDING>

Outline briefly any known history. Provide a description of the buildings functions and any architectural, cultural or social features of the building. Briefly outline the buildings language or design elements/themes.

## Design Criteria

<DESIGNER BUILDING>

<DESIGNER SERVICES>

Outline any design criteria that was used such as outdoor & indoor conditions, noise levels, IEQ targets, etc.

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Electrical Systems

<DESIGNER SERVICES>

Provide a brief description of the electricity supply and distribution for the building.

Where local manual controls such as thermostats, push button timers, push button dimming have been installed provide instructions for each type so the occupants suitably operate them.

For automatic controls, briefly outline when the controlled item should be on or off, open or closed etc. Full details regarding the automatic or integrated controls are to be contained with the Functional Description document of the Building Information Folder. For the occupants reference only the knowledge of when an item of plant and equipment should or shouldn’t be operating is required.

Where controls are similar (they differ) but are of a same type, e.g. motion detector in one location runs for 15 minutes whereas motion detectors in another run for 3 hours, ensure it is appropriately delineated by either separating the instructions by area or including a table or other short worded section so that the differences are easily to refer to.

<CONTRACTOR> to confirm content is correct and add to or edit as required

## HVAC Systems

<DESIGNER SERVICES>

Provide a brief description of the HVAC for the building, either by area or piece of plant / equipment.

Where local manual controls such as thermostats, push button timers have been installed provide instructions for each type so the occupants suitably operate them.

For automatic controls, briefly outline when the controlled item should be on or off, open or closed etc. Full details regarding the automatic or integrated controls are to be contained with the Functional Description document of the Building Information Folder. For the occupants reference only the knowledge of when an item of plant and equipment should or shouldn’t be operating is required.

Where controls are similar (they differ) but are of a same type, e.g. after hours buttons in one location run for 2 hours whereas after hours buttons in another run for 3 hours, ensure it is appropriately delineated by either separating the instructions by area or including a table or other short worded section so that the differences are easily to refer to.

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Security Systems

<DESIGNER SERVICES> Provide general overview of the system and its function including zone drawings with arming points and instructions, i.e. swipe card and hold for 10 seconds to arm this zone.

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Water Systems

<DESIGNER SERVICES>

Provide a brief description of;

* The water, sewerage and stormwater connection points.
* Domestic hot water system
* Anything unusual or different, like tradewaste or rain water reuse.
* Hot or chilled water unit locations and their operation

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Indoor Environment Quality Features

<ESD/GREEN STAR CONSULTANT>

Outline any measures or features in the building to increase or substantiate IEQ.

<DESIGNER BUILDING> to confirm content is correct and add to or edit as required

<DESIGNER SERVICES> to confirm content is correct and add to or edit as required

<CONTRACTOR> to confirm content is correct and add to or edit as required

# Building Performance

## Energy

<ESD/GREEN STAR CONSULTANT>

Outline any performance targets or modelling results. Identify any key systems or features relating to the building’s energy efficiency and usage

<DESIGNER BUILDING> to confirm content is correct and add to or edit as required

<DESIGNER SERVICES> to confirm content is correct and add to or edit as required

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Water

<ESD/GREEN STAR CONSULTANT>

Outline any performance targets or modelling results. Identify any key systems or features relating to the building’s water efficiency and usage

<DESIGNER BUILDING> to confirm content is correct and add to or edit as required

<DESIGNER SERVICES> to confirm content is correct and add to or edit as required

<CONTRACTOR> to confirm content is correct and add to or edit as required

## Metering and Monitoring

<DESIGNER SERVICES>

Outline briefly (possibly with a schematic if simple) the metering and monitoring for the building in relation to IEQ (temp, CO2, humidity etc,) and utilities.

<CONTRACTOR> to confirm content is correct and add to or edit as required

# Building Works

<UNIVERSITY>

All building works shall be undertaken by Infrastructure Services & Development in accordance with the University’s policies. To request building works contact ISD.