SINGAPORE STANDARD

Code of practice for information exchange and documentation at handing/taking-over of buildings upon completion

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Code of practice for information exchange and documentation at handing/taking-over of buildings upon completion

This Singapore Standard was approved by the Information Technology (IT) Standards Committee on behalf of the Standards Council of Singapore on 8 November 2005.

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Association of Consulting Engineers Singapore
Association of Property and Facility Managers
Building and Construction Authority
Collaboration Technologies and Services
Institute of Engineers Singapore
International Facility Management Association
Real Estate Developers Association of Singapore
Singapore Contractors Association Limited
Singapore Institute of Architects
Temasek Polytechnic

The Technical Committee acknowledges the contributions of the following consultants in preparing this standard:

1. Davis Langdon & Seah Singapore Pte Ltd – Mr Seah Choo Meng, Mr Amos Teo Ching Ming, Mr Eugene Seah Hsiu-Min, Ms Annie Tan Ai Nee and Mr Sobiram Thapa

2. Beca Carter Hollings & Ferner (S.E. Asia) Pte Ltd – Mr Keith D Paterson

3. Chan Kok Hong Property Consultants Pte Ltd – Mr Chan Kok Hong

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Foreword

Non-standardisation in information surface everyday when documents and information cannot be located within the prescribed time or documents that can be found are not in the correct state to offer precise information needed by the Facility or Asset Manager. This Code of Practice recommends a structured approach in terms of handing over documentation and a suggested forward planning of information requirements by the project team. It also provides guidelines and identifies the steps to ensure that proper building hand over documentation can be achieved.

This Code shall be read in conjunction with the Building Maintenance and Management Act and other relevant Statutory where applicable.

This Code was prepared by the Technical Committee on Construction Industry IT Standards under the purview of the Information Technology (IT) Standards Committee.

In preparing this Code, reference was made to the following publications:

1.   "A review of auto-ID application in construction and other industries", PHD Abstract of Auto-ID in Construction Industry of Singapore, Chapter 3

2.   "Application for certificate of statutory completion (CSC)", Building and Construction Authority (2002)
http://www.bca.gov.sg

3.   "Architect's job book", RIBA publications

4.   "Building commissioning – The key to quality assurance", Portland Energy Conservation, Incorporated (PECI), U.S. Department of Energy, Rebuild America Guide Series

5.   "Building regulations explained 1995 revision", Stephenson, J. (1995), 5th edition, E&FN Spon, London

6.   "Cover letter to contractor: Sending indemnities", Davis Langdon & Seah Singapore Pte Ltd, Standard No. 76

7.   "Checklist of forward works/documentary submissions", Davis Langdon & Seah Singapore Pte Ltd, Standard No. 42

8.   "Digital archiving – How to spin your clients' old documents into gold", Petrakos, C and Avis, E. (1995), Contex Scanning Technology, Modern Reprographics, November/December

9.   "Draft report on code of practice of handing & taking-over for M&E building systems", Beca Carter Hollings & Ferner (SE Asia) Pte Ltd (2002), ME-00001940/10016584/1, 5th December

10.   "Document technology centre – Services guide", Brighter Image

11.   "Handbook for managing the handing-over of new school building and upgrading of school building", version 1, 29th November

12.   "Handover checklist for Eastvale executive condominium", Chan Kok Hong Property Consultants Pte Ltd

13.   "Handover information for building services", BSRIA (1995), Technical Notes TN15/95, May, UK

14.   "Handover information for building services", T de Saules (1995), BSRIA, 1st January

15.   "IFC 2X edition 2 – New horizons", Wix, J. (2002), Jeffrey Wix Consultanting Ltd, IAI UK Summer Event, London, June

16.   "Management of construction defects cases", The Law Society of Singapore (2003), 9th January

17.   "Modelling portable data file information requirements", PHD Abstract of Auto-ID in Construction Industry of Singapore, Chapter 6

18.   "Procedure for site inspection by the BCA", Building and Construction Authority (2002). http://www.bca.gov.sg

19.   "Project integration management services", CST Asia Sdn Bhd

20.   "Risk assessment", Gamma Secure Systems Limited (2002)

21.   "TOP inspection checklist for residential development", Building Control Division (1999), Public Works Department, version 1, RCS News vol.20, no. 1/99

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

Code of practice for information exchange and documentation at handing/ taking-over of buildings upon completion

1   Scope

This Code recommends best practice in respect of the following documents in the handing and taking-over of completed buildings:

(a)   Record of all commissioning documents with notations as to their storage medium and locations;

(b)   Report on testing and commissioning (T&C);

(c)   As-built drawings;

(d)   Description of systems;

(e)   Strata title plan;

(f)   Indemnities/warranties or guarantees;

(g)   Certificates and licenses;

(h)   Others.

2   Objectives

This Code defines the minimum documentation and information requirements across the different building types. It also defines the scope, characteristics and processes of information exchange and documentation associated with effective document management. In addition, this Code is drafted in connection with the overall plan and framework of Construction and Real Estate Network (CORENET). Considerations will thus have to be given to computerisation and automation in the Facilities Management fraternity to provide the opportunity to derive major and critical productivity and quality gains.

The guidelines contained within this Code serve two objectives:

(a)   To inform the client organisation, design consultants and contractors, the important considerations when establishing information requirements in the handing and taking-over of completed building projects.

(b)   To ensure that specific items of building services information and documentation required at the stage of handing and taking-over are identified and accounted for.

The guidelines offered are mainly directed at client organisations, design consultants and contractors involved in major construction projects. However, many of the principles will still apply to smaller construction projects, where applicable.

Where performance based practices are applied, it is strongly recommended that the project team develop their own documentation in line with this Code. The documents to be handed over shall comply with the prevailing act in Singapore.