



Building User's Guide - Expected Content

General Building Information

Building Orientation

Location of the building on a map with surrounding services (train stations, tram/bus stations, post office, shopping centres, schools and childcare centres).

Brief description of the building.

Building's access

Location of bike, motorcycle and car parking, including all modes of visitors' parking on a site plan + site specific pictures.

Communal spaces

Location and description of communal and shared spaces on architectural/ landscape drawings.

Disabled facilities

Provide information on ramp locations, disabled toilets, lifts, disabled refuge areas.

Security

CCTV

Provide information on the CCTV system, operation and purpose.

Access control

Provide description and pictures of security systems to control access to the building.

Building Environment

Heating:

Description of the operating and maintenance of the heating system.

A picture of the installed system is to be provided.

Receipts, warranties and product users notice are to be annexed to the Building user's guide.

Cooling and ventilation

Description of the operating and maintenance of the cooling/ventilation system.

A picture of the installed system is to be provided.

Receipts, warranties and product users notice are to be annexed to the Building user's guide.

Lighting

Description of the lighting system (detection lighting, passive infrared lighting, etc.).

Receipts, warranties and product users notice are to be annexed to the Building user's guide.

External shading

Description, operation and purpose of the external shading device.

Picture of the installed device and operating system.

Water management

Cold Water system

Description of WC water flush systems.

Description of the potable water system.

Description of the grey water system.

Description of the purple water system (tap and third pipe location).

Description of the black waster system (pipe location).

Water tanks location, description, picture and maintenance.

Receipts, warranties and product users notice of the water tank are to be annexed to the Building user's guide.

Hot Water System

Description, operation, location and maintenance of the Hot Water System.

Receipts, warranties and product users notice are to be annexed to the document.

Water reduction strategy

Description and location of the metering system.

WELS certificate of water appliances.

Picture of the water meter, submeters.

Power

Energy production

PV: location and maintenance of PVs systems.

Receipts, warranties and product users notice are to be annexed to the document.

Energy saving strategy

Description and location of energy meters and systems.

Cleaning and Waste Management

Cleaning of windows, facades and common areas.

Required cleaning frequency and description of products to be used.

Waste management

Location and pictures of bins and waste facilities, including organic waste disposal systems and opportunities within the development where compost can be used.

Waste reduction strategy

Compost guide.

Soft Plastic strategy.

E Waste.

Open space management

Description of the open space (landscape plan), irrigation and maintenance strategies.

Picture of the open space and the irrigation systems to be provided.

Emergency Information

Fire safety

Description of the fire/smoke alarm system and maintenance.

Location of Emergency exist and assembly points on a site plan.

Accident/incident reporting

Contact details of appropriate emergency services.

Location of first kit aid + picture of kit.