

OUR LOGO IS REPLACED WITH YOUR LOGO THROUGHOUT THE LOG BOOK

# BUILDING SERVICES LOG BOOK

## **PROJECT NAME**

AT

## PROJECT ADDRESS ADDRESS 2 ADDRESS 3 ADDRESS 4

ISSUE DATE JUNE 2010	PROJECT No:	ISSUE 1
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#### Facilities manager responsible for log-book :

Name :	Signed :	

Emergency contact details :

This building services log book was prepared by :



#### OUR LOGO IS REPLACED WITH YOUR LOGO THROUGHOUT THE LOG BOOK.

Your Company Address, Address 2 Address 3 Address 4

Tel : Email :

Fax :

Log book version: **Issue 1** Date: **June 2010** 

This building services log book is analogous to a car handbook, providing the facilities manager with easily understood information about how the building is intended to work. It also allows ongoing building energy performance and major alterations to be recorded.

Please ensure that this log book is kept up-to-date and in a readily accessible (designated) position, e.g. in the main building operations room. It contains important information for anyone carrying out work on the building and its services.

This log book is to be kept at all times in : Manager's Office

Electronic master is kept at :



### <u>CONTENTS</u>

#### Section

- 1 BUILDING HISTORY
- 2 PURPOSE AND RESPONSIBILITIES
- 3 LINKS TO OTHER KEY DOCUMENTS
- 4 MAIN CONTACTS
- 5 COMMISSIONING, HANDOVER AND COMPLIANCE
- 6 OVERALL BUILDING DESIGN
- 7 SUMMARY OF AREA AND OCCUPANCY
- 8 SUMMARY OF MAIN BUILDING SERVICES PLANT
- 9 OVERVIEW OF CONTROLS/BMS
- 10 OCCUPANT INFORMATION
- 11 METERING, MONITORING AND TARGETING STRATEGY
- 12 BUILDING PERFORMANCE RECORDS
- 13 MAINTENANCE REVIEW
- 14 **RESULTS OF IN-USE INVESTIGATIONS**
- 15 RELEVANT COMPLIANCE AND TEST CERTIFICATES
- 16 BUILDING LOG BOOKS A USER'S GUIDE
- 17 METER READING PROFORMA TEMPLATE

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