

CASE STUDY

Booths Store Development

Location:- Garstang, Lancashire
Value:- £12 Million
Completed:- October 2009



Project Description:

The development comprises a new Foodstore, 4 ground floor Retail Units, Public Toilets, 2 first floor Office Units and the provision of a new Public Car Park (330 spaces).

Objectives:

In addition to producing the main O&M manuals for the Foodstore, individual Health & Safety files & O&M Manuals had to be provided to the tenants of each of the retail & office units prior to the leases been signed.

Method:

This was achieved by liaising with the Client, Contractor, CDM-C and Tenants to:-

- 1) Define the format, content and timescales of the final manuals.
- 2) Consult with all major sub-contractors and agree format & content of O&M manuals and ensure compliance with overall format agreed with the Client .
- 3) Manage collation of all subcontractors O&M information, compile and report back any issues to contractor.
- 4) Discuss with the CDM-C & tenants format, content & timescale for manuals and ensure compliance with both the Clients and the tenants own specific requirements for the manuals.
- 5) Monthly reports issued which were included in contractor's progress reports.
- 6) Collate all the various O&M documents & Health & Safety Files into a single PDF file which is fully indexed, bookmarked and searchable.
- 7) Issue to the Client the completed manuals and revise tenants manuals if required.

CONTRACTOR

Once the format and timescale were agreed, the contractors involvement was minimal other than to up-date ITAcads with subcontractor details and monthly reports. This ensured that they could deliver all the various elements of the project on time without having the distraction of producing the manuals.

CDM-C

The process of creating all the various Health & safety files and O&M's was simplified as it was agreed that ITAcads would contact all tenants and subcontractors to confirm what information was required and the timescales for delivery. Once established, all information was collated, cross-referenced and delivered electronically to the Client and the Tenants, prior to occupation.

CLIENT

Due to the pro-active method of compiling the Health & Safety files & O&M Manuals, the Client was very satisfied with the process, as it ensured the paperwork was in place to ensure that the leases could be signed by the parties and the tenants could occupy their units promptly and efficiently.

Issued Documents:-

No Paper manuals or files were produced

Foodstore

PDF document which contains the Health & Safety File and all the information issued by all the subcontractors, this manual was over 4500 pages.

Document is Fully Indexed, Bookmarked & Searchable

Retail & Office Units

PDF document for each of the retail & office units containing the Health & Safety File and all the information issued by all the subcontractors. Each manual contained approximately 300 pages,

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