

O&M HANDOVER MANUAL

# Example Building 001

Example Management Co. - water safety handover

|                  |                                            |
|------------------|--------------------------------------------|
| <b>Installer</b> | Example Installer Ltd                      |
| <b>Issue</b>     | v1.0                                       |
| <b>Date</b>      | 14 Jun 2026                                |
| <b>Status</b>    | Fictional sample - not a real installation |
| <b>Scope</b>     | Block A water-safety handover              |

[Open the online manual](#)

<https://om-manuals.co.uk/sample>



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SAMPLE TREATMENT

## A fictional sample, not a customer handover

Every name, asset ID, serial, drawing and certificate in this document is invented to show the format of an OM Manuals handover.

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Public manual - [om-manuals.co.uk/sample](https://om-manuals.co.uk/sample)

# Document control and handover summary

|            |                                                                                                                            |
|------------|----------------------------------------------------------------------------------------------------------------------------|
| Project    | Example Building 001                                                                                                       |
| Client     | Example Management Co.                                                                                                     |
| Installer  | Example Installer Ltd                                                                                                      |
| Issue      | v1.0                                                                                                                       |
| Issue date | 14 Jun 2026                                                                                                                |
| Status     | Current fictional sample - not acceptance, compliance or a live installation record                                        |
| Scope      | Block A fictional water-safety records, operation, assets, drawings, maintenance, troubleshooting, documents and contacts. |

## Handover summary

This PDF contains the same tasks, maintenance records and contacts as the online manual.

**Emergency and authority limits must be read with each action.**

# Contents

---

System overview

---

Emergency and operation

---

Assets and locations

---

Drawings

---

Maintenance

---

Troubleshooting

---

FAQs & How-tos

---

Documents and contacts

---

Annexes

---

# System overview

Understand the system boundary, normal and degraded state, interfaces and who is responsible before acting.

## Purpose and system boundary

This fictional manual covers the Block A water-safety system records. It excludes the incoming utility service, building electrical distribution and water-damage repairs.

## Normal and degraded state

Normal means the recorded local indication, available flow and valve state agree with the current project schedule.

Any abnormal or absent indication, uncertain valve state or repeated alarm is degraded. Use local evidence and escalate uncertainty.

## Leak-detection system boundary

The leak-detection system monitors water flow, can identify a potential leak and can close an isolation valve.

Source: EB-LD-UM pp. 2-3

## Final installed scope, exclusions and interfaces

| System or work item                         | Final installed scope                    | Excluded from this contract                  | Assumption                         | Interface with others                     | Evidence                               |
|---------------------------------------------|------------------------------------------|----------------------------------------------|------------------------------------|-------------------------------------------|----------------------------------------|
| Project sensing-point and isolation records | 12 project assets installed and labelled | Building fabric beyond local access          | Accessible cupboards assumed       | Example Installer with fit-out contractor | Project asset register and certificate |
| Flat-level access and making good           | Access openings at listed cupboards      | Decorative finishes beyond local making good | Clear access retained              | Fit-out contractor                        | EB-A-GF-01                             |
| Riser pipework                              | Riser 1 and Riser 2 isolation branches   | Incoming utility service                     | Existing main serviceable          | Plumbing contractor                       | EB-A-WS-02                             |
| Electrical spur and control cable           | Local fused spurs and control cable      | Upstream distribution board                  | Safe supply available              | Electrical contractor                     | Controlled technical documents         |
| Project record distribution                 | Current asset register                   | Personal device support                      | Controlled issue remains available | Building operator                         | Handover record                        |

| System or work item                                     | Final installed scope                         | Excluded from this contract                   | Assumption                                          | Interface with others                       | Evidence                     |
|---------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------|---------------------------------------------|------------------------------|
| <b>Project sensing-point to isolation relationships</b> | Relationships listed in EB-WS-SCH-01          | Unrecorded hardware topology                  | Relationship remains within the listed project zone | Example Installer                           | EB-A-CS-03                   |
| <b>Commissioning and witness records</b>                | Trip, close and pressure-hold project records | Future seasonal re-verification               | Safe test method is separately controlled           | Example Installer and client representative | EB-A-COMM-014                |
| <b>Periodic project checks</b>                          | Planned project checks in this manual         | Reactive repair after damage                  | Access remains clear                                | Building operator and maintainer            | Maintenance schedules        |
| <b>Visible identity and condition records</b>           | Monthly safe visual record check              | Product-specific actuation or control testing | Visible identity and condition only                 | Building operator                           | monthly-project-record-check |
| <b>Water-damage making good</b>                         | Not included                                  | All water-damage finishes and contents        | Incident area made safe first                       | Client-appointed contractor                 | Outstanding-works schedule   |
| <b>Plant-room incoming-main operation</b>               | Project isolation valve supplied and labelled | Routine operation by residents                | Direction from competent authority                  | Building operator and competent responder   | EB-A-WS-02                   |

## Lifecycle responsibilities

| System or work item                                     | Design and supply     | Install and commission | Operate and maintain  | Warranty                                               | Emergency escalation |
|---------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------------------------------------|----------------------|
| <b>Project sensing-point and isolation records</b>      | Example Installer     | Example Installer      | Building operator     | Project evidence only - no manufacturer warranty claim | 24 hour line         |
| <b>Flat-level access and making good</b>                | Fit-out contractor    | Fit-out contractor     | Building operator     | Fit-out contractor                                     | Building manager     |
| <b>Riser pipework</b>                                   | Plumbing contractor   | Plumbing contractor    | Example Installer     | Plumbing contractor                                    | 24 hour line         |
| <b>Electrical spur and control cable</b>                | Electrical contractor | Electrical contractor  | Competent electrician | Electrical contractor                                  | 24 hour line         |
| <b>Project record distribution</b>                      | Building operator     | Building operator      | Building operator     | Not applicable - project record distribution           | Front desk           |
| <b>Project sensing-point to isolation relationships</b> | Example Installer     | Example Installer      | Example Installer     | Project evidence only - no product compatibility claim | 24 hour line         |

| System or work item                    | Design and supply           | Install and commission      | Operate and maintain                    | Warranty                                               | Emergency escalation |
|----------------------------------------|-----------------------------|-----------------------------|-----------------------------------------|--------------------------------------------------------|----------------------|
| Commissioning and witness records      | Example Installer           | Example Installer           | Example Installer                       | Project evidence only - no manufacturer warranty claim | Technical support    |
| Periodic project checks                | Example Installer           | Building operator           | Building operator and Example Installer | Project evidence only - no manufacturer warranty claim | Technical support    |
| Visible identity and condition records | Building operator           | Building operator           | Building operator                       | Not applicable - safe visual project check             | Technical support    |
| Water-damage making good               | Client-appointed contractor | Client-appointed contractor | Client                                  | Not applicable - outside system record                 | Building manager     |
| Plant-room incoming-main operation     | Example Installer           | Example Installer           | Competent responder only                | Project evidence only - no manufacturer warranty claim | 24 hour line         |

## Known limitations and outstanding works at issue

| ID    | Item and affected area                              | Operational impact                                                     | Safe workaround                                  | Owner and target date             | Status and closure evidence                |
|-------|-----------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------|--------------------------------------------|
| OL-01 | Seasonal re-verification - Riser 2                  | No current impact - planned verification, not incomplete commissioning | Use current commissioned baseline                | Example Installer - 2026-12-15    | Planned - retain re-verification record    |
| OL-02 | Captive fixings to Flat 16 access panel             | Access panel finish only - isolation unaffected                        | Building operator retains normal cupboard access | Fit-out contractor - 2026-07-15   | Open non-critical - fitting record         |
| OL-03 | Controlled record distribution for unoccupied flats | No remote project record access - local automatic isolation unaffected | Use local project evidence and front desk route  | Building operator - on occupation | Planned non-critical - distribution record |

## Handover and training record

| Role or audience                | Topic                                  | Method and trainer                             | Date       | Evidence and acknowledgement                 | Refresher trigger                  |
|---------------------------------|----------------------------------------|------------------------------------------------|------------|----------------------------------------------|------------------------------------|
| Building manager and front desk | Alarm recognition and escalation       | Briefing and demonstration - Example Installer | 2026-06-12 | Attendance record and verbal acknowledgement | Contact or procedure change        |
| Maintenance contractor          | Project isolation, checks and evidence | Practical demonstration - Example Installer    | 2026-06-12 | Task walk-through record                     | Annual service or equipment change |

| Role or audience                   | Topic                                      | Method and trainer                        | Date       | Evidence and acknowledgement                   | Refresher trigger                    |
|------------------------------------|--------------------------------------------|-------------------------------------------|------------|------------------------------------------------|--------------------------------------|
| <b>Residents of Flats 12-20</b>    | Permitted response and stop boundaries     | Resident card briefing - building manager | 2026-06-13 | Distribution and acknowledgement record        | New occupier or alarm event          |
| <b>Out-of-hours responder</b>      | Zone route and 24 hour escalation          | Scenario briefing - Example Installer     | 2026-06-12 | Scenario record                                | Roster or procedure change           |
| <b>Client and facilities owner</b> | Responsibilities, evidence and limitations | Handover review - Example Installer       | 2026-06-14 | Review acknowledgement - not formal acceptance | Manual revision or open-item closure |

See drawing [EB-A-GF-01](#) for locations and zones.

# Emergency and operation

Read the action, authority, stop condition and success check together before an alarm, shutdown or restart.

## Respond to a leak alarm

Keep clear of standing water where electrical equipment may be affected.

Identify the affected area, note the asset ID and check whether automatic isolation has stopped the flow.

Do not force a valve or repeat-reset a device. Call the 24 hour line if the source is unclear, access is unsafe or isolation has not occurred.

Source: Example Building 001 commissioning record EB-A-COMM-014; Wireless leak detector user manual pp. 2-4

## Isolation hierarchy

Use the authorised local-then-riser sequence. A resident may reopen only their own flat valve, and only once the cause is cleared and the area is dry, and must not force an actuator or override lever.

A building operator or competent responder confirms the local state before considering the riser route.

Do not operate the incoming main without competent direction after local and riser routes have been exhausted.

Source: Example Building 001 isolation drawing EB-A-WS-02

## Safe shutdown

Building operator or competent responder only. Confirm the affected location, asset serial and paired project record before acting.

Observe the indication and valve state. Stop if access is unsafe, a valve resists, the source is unknown or electrical equipment may be affected.

Success means flow has stopped in the affected area and the isolated state is recorded.

Source: Example Building 001 device schedule EB-WS-SCH-01

## Restart and return to service

Restart only after the cause is cleared, the area is dry, electrical risk is absent and competent authority has confirmed the route.

Open only the authorised project valve and observe the affected area. Stop after any repeat alarm and escalate.

Record the asset serial, isolation state and measured result before return to service.

Source: Example Building 001 commissioning record EB-A-COMM-014

## Handover checks

The client checks the current issue, outstanding limitations, maintenance evidence and responsible party at handover and after each revision.

Source: Example Building 001 evidence register

[See maintenance task: Post-alarm inspection.](#)

# Assets and locations

Find the project asset ID, serial, location, zone and affected area for every device.

## Product identity

Every device on this surface is a generic fictional record - a wireless leak detector or an isolation valve. Asset IDs, serials and Example Building 001 locations below are explicitly fictional.

Source: Wireless leak detector user manual; Isolation valve user manual

### Project sensing point - EB-A-LD-12

Flat 12 · Kitchen sink cupboard

|                                |                                       |
|--------------------------------|---------------------------------------|
| Asset ID                       | EB-A-LD-12                            |
| Serial                         | 4471-2201                             |
| Generic functional identity    | Project sensing point                 |
| Location                       | Flat 12 · Kitchen sink cupboard       |
| Zone                           | Zone R1                               |
| Project relationship           | Related to EB-A-SV-12                 |
| Affected area and normal state | Flat 12 - visible indication recorded |

Source: Example Building 001 schedule EB-WS-SCH-01

### Project isolation valve - EB-A-SV-12

Flat 12 · Kitchen sink cupboard

|                                |                                 |
|--------------------------------|---------------------------------|
| Asset ID                       | EB-A-SV-12                      |
| Serial                         | 8830-1101                       |
| Generic functional identity    | Project isolation valve         |
| Location                       | Flat 12 · Kitchen sink cupboard |
| Zone                           | Zone R1                         |
| Project relationship           | Related to EB-A-LD-12           |
| Affected area and normal state | Flat 12 - normally open         |

Source: Example Building 001 schedule EB-WS-SCH-01

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## Project sensing point - EB-A-LD-14

Flat 14 · Kitchen sink cupboard

|                                                    |                                               |
|----------------------------------------------------|-----------------------------------------------|
| <b>Asset ID</b>                                    | EB-A-LD-14                                    |
| <b>Serial</b>                                      | 4471-2202                                     |
| <b>Generic functional identity</b>                 | Project sensing point                         |
| <b>Location</b>                                    | Flat 14 · Kitchen sink cupboard               |
| <b>Zone</b>                                        | Zone R1                                       |
| <b>Project relationship</b>                        | Related to EB-A-SV-R1                         |
| <b>Affected area and normal state</b>              | Flats 12 and 14 - visible indication recorded |
| Source: Example Building 001 schedule EB-WS-SCH-01 |                                               |

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## Project sensing point - EB-A-LD-18

Flat 18 · Kitchen sink cupboard

|                                                    |                                                   |
|----------------------------------------------------|---------------------------------------------------|
| <b>Asset ID</b>                                    | EB-A-LD-18                                        |
| <b>Serial</b>                                      | 4471-2204                                         |
| <b>Generic functional identity</b>                 | Project sensing point                             |
| <b>Location</b>                                    | Flat 18 · Kitchen sink cupboard                   |
| <b>Zone</b>                                        | Zone R2                                           |
| <b>Project relationship</b>                        | Related to EB-A-SV-R2                             |
| <b>Affected area and normal state</b>              | Flats 16, 18 and 20 - visible indication recorded |
| Source: Example Building 001 schedule EB-WS-SCH-01 |                                                   |

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## Project sensing point - EB-A-LD-16

Flat 16 · Kitchen sink cupboard

|                                                    |                                                   |
|----------------------------------------------------|---------------------------------------------------|
| <b>Asset ID</b>                                    | EB-A-LD-16                                        |
| <b>Serial</b>                                      | 4471-2203                                         |
| <b>Generic functional identity</b>                 | Project sensing point                             |
| <b>Location</b>                                    | Flat 16 · Kitchen sink cupboard                   |
| <b>Zone</b>                                        | Zone R2                                           |
| <b>Project relationship</b>                        | Related to EB-A-SV-R2                             |
| <b>Affected area and normal state</b>              | Flats 16, 18 and 20 - visible indication recorded |
| Source: Example Building 001 schedule EB-WS-SCH-01 |                                                   |

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## Project sensing point - EB-A-LD-20

Flat 20 · Kitchen sink cupboard

|                                                    |                                       |
|----------------------------------------------------|---------------------------------------|
| <b>Asset ID</b>                                    | EB-A-LD-20                            |
| <b>Serial</b>                                      | 4471-2205                             |
| <b>Generic functional identity</b>                 | Project sensing point                 |
| <b>Location</b>                                    | Flat 20 · Kitchen sink cupboard       |
| <b>Zone</b>                                        | Zone R2                               |
| <b>Project relationship</b>                        | Related to EB-A-SV-20                 |
| <b>Affected area and normal state</b>              | Flat 20 - visible indication recorded |
| Source: Example Building 001 schedule EB-WS-SCH-01 |                                       |

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## Project sensing point - EB-A-LD-R1

Riser 1 cupboard · Ground floor

|                                       |                                               |
|---------------------------------------|-----------------------------------------------|
| <b>Asset ID</b>                       | EB-A-LD-R1                                    |
| <b>Serial</b>                         | 4471-2206                                     |
| <b>Generic functional identity</b>    | Project sensing point                         |
| <b>Location</b>                       | Riser 1 cupboard · Ground floor               |
| <b>Zone</b>                           | Zone R1                                       |
| <b>Project relationship</b>           | Related to EB-A-SV-R1                         |
| <b>Affected area and normal state</b> | Flats 12 and 14 - visible indication recorded |

Source: Example Building 001 schedule EB-WS-SCH-01

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## Project sensing point - EB-A-LD-R2

Riser 2 cupboard · Ground floor

|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| <b>Asset ID</b>                       | EB-A-LD-R2                                        |
| <b>Serial</b>                         | 4471-2207                                         |
| <b>Generic functional identity</b>    | Project sensing point                             |
| <b>Location</b>                       | Riser 2 cupboard · Ground floor                   |
| <b>Zone</b>                           | Zone R2                                           |
| <b>Project relationship</b>           | Related to EB-A-SV-R2                             |
| <b>Affected area and normal state</b> | Flats 16, 18 and 20 - visible indication recorded |

Source: Example Building 001 schedule EB-WS-SCH-01

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## Project isolation valve - EB-A-SV-R1

Riser 1 cupboard · Ground floor

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| <b>Asset ID</b>                       | EB-A-SV-R1                           |
| <b>Serial</b>                         | 8830-1102                            |
| <b>Generic functional identity</b>    | Project isolation valve              |
| <b>Location</b>                       | Riser 1 cupboard · Ground floor      |
| <b>Zone</b>                           | Zone R1                              |
| <b>Project relationship</b>           | Related to EB-A-LD-R1 and EB-A-LD-14 |
| <b>Affected area and normal state</b> | Flats 12 and 14 - normally open      |

Source: Example Building 001 schedule EB-WS-SCH-01

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## Project isolation valve - EB-A-SV-R2

Riser 2 cupboard · Ground floor

|                                       |                                                  |
|---------------------------------------|--------------------------------------------------|
| <b>Asset ID</b>                       | EB-A-SV-R2                                       |
| <b>Serial</b>                         | 8830-1103                                        |
| <b>Generic functional identity</b>    | Project isolation valve                          |
| <b>Location</b>                       | Riser 2 cupboard · Ground floor                  |
| <b>Zone</b>                           | Zone R2                                          |
| <b>Project relationship</b>           | Related to EB-A-LD-R2, EB-A-LD-16 and EB-A-LD-18 |
| <b>Affected area and normal state</b> | Flats 16, 18 and 20 - normally open              |

Source: Example Building 001 schedule EB-WS-SCH-01

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## Project isolation valve - EB-A-SV-PM

Plant room · Incoming main

|                                       |                                                                                             |
|---------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Asset ID</b>                       | EB-A-SV-PM                                                                                  |
| <b>Serial</b>                         | 8830-1104                                                                                   |
| <b>Generic functional identity</b>    | Project isolation valve                                                                     |
| <b>Location</b>                       | Plant room · Incoming main                                                                  |
| <b>Zone</b>                           | Zone PM                                                                                     |
| <b>Project relationship</b>           | No automatic sensing-point relationship - operation only under authorised project direction |
| <b>Affected area and normal state</b> | Whole Block A - normally open                                                               |

Source: Example Building 001 schedule EB-WS-SCH-01

## Project isolation valve - EB-A-SV-20

Flat 20 · Kitchen sink cupboard

|                                       |                                 |
|---------------------------------------|---------------------------------|
| <b>Asset ID</b>                       | EB-A-SV-20                      |
| <b>Serial</b>                         | 8830-1105                       |
| <b>Generic functional identity</b>    | Project isolation valve         |
| <b>Location</b>                       | Flat 20 · Kitchen sink cupboard |
| <b>Zone</b>                           | Zone R2                         |
| <b>Project relationship</b>           | Related to EB-A-LD-20           |
| <b>Affected area and normal state</b> | Flat 20 - normally open         |

Source: Example Building 001 schedule EB-WS-SCH-01

## Project sensing-point and isolation relationship schedule (EB-WS-SCH-01)

| Asset ID   | Generic functional identity and serial | Location                        | Zone    | Project relationship  | Area affected and normal state                    |
|------------|----------------------------------------|---------------------------------|---------|-----------------------|---------------------------------------------------|
| EB-A-LD-12 | Project sensing point - 4471-2201      | Flat 12 · Kitchen sink cupboard | Zone R1 | Related to EB-A-SV-12 | Flat 12 - visible indication recorded             |
| EB-A-SV-12 | Project isolation valve - 8830-1101    | Flat 12 · Kitchen sink cupboard | Zone R1 | Related to EB-A-LD-12 | Flat 12 - normally open                           |
| EB-A-LD-14 | Project sensing point - 4471-2202      | Flat 14 · Kitchen sink cupboard | Zone R1 | Related to EB-A-SV-R1 | Flats 12 and 14 - visible indication recorded     |
| EB-A-LD-16 | Project sensing point - 4471-2203      | Flat 16 · Kitchen sink cupboard | Zone R2 | Related to EB-A-SV-R2 | Flats 16, 18 and 20 - visible indication recorded |
| EB-A-LD-18 | Project sensing point - 4471-2204      | Flat 18 · Kitchen sink cupboard | Zone R2 | Related to EB-A-SV-R2 | Flats 16, 18 and 20 - visible indication recorded |
| EB-A-LD-20 | Project sensing point - 4471-2205      | Flat 20 · Kitchen sink cupboard | Zone R2 | Related to EB-A-SV-20 | Flat 20 - visible indication recorded             |

| Asset ID   | Generic functional identity and serial | Location                        | Zone    | Project relationship                                                                        | Area affected and normal state                    |
|------------|----------------------------------------|---------------------------------|---------|---------------------------------------------------------------------------------------------|---------------------------------------------------|
| EB-A-LD-R1 | Project sensing point - 4471-2206      | Riser 1 cupboard · Ground floor | Zone R1 | Related to EB-A-SV-R1                                                                       | Flats 12 and 14 - visible indication recorded     |
| EB-A-LD-R2 | Project sensing point - 4471-2207      | Riser 2 cupboard · Ground floor | Zone R2 | Related to EB-A-SV-R2                                                                       | Flats 16, 18 and 20 - visible indication recorded |
| EB-A-SV-R1 | Project isolation valve - 8830-1102    | Riser 1 cupboard · Ground floor | Zone R1 | Related to EB-A-LD-R1 and EB-A-LD-14                                                        | Flats 12 and 14 - normally open                   |
| EB-A-SV-R2 | Project isolation valve - 8830-1103    | Riser 2 cupboard · Ground floor | Zone R2 | Related to EB-A-LD-R2, EB-A-LD-16 and EB-A-LD-18                                            | Flats 16, 18 and 20 - normally open               |
| EB-A-SV-PM | Project isolation valve - 8830-1104    | Plant room · Incoming main      | Zone PM | No automatic sensing-point relationship - operation only under authorised project direction | Whole Block A - normally open                     |
| EB-A-SV-20 | Project isolation valve - 8830-1105    | Flat 20 · Kitchen sink cupboard | Zone R2 | Related to EB-A-LD-20                                                                       | Flat 20 - normally open                           |

### Project isolation and drawing references (EB-WS-SCH-01)

| Asset ID   | Isolation level       | Manual access                                                     | Shown on drawing          |
|------------|-----------------------|-------------------------------------------------------------------|---------------------------|
| EB-A-LD-12 | Project sensing point | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-SV-12 | Local isolation       | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-WS-02 |
| EB-A-LD-14 | Project sensing point | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-LD-16 | Project sensing point | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-LD-18 | Project sensing point | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-LD-20 | Project sensing point | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-LD-R1 | Riser branch          | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-LD-R2 | Riser branch          | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-CS-03 |
| EB-A-SV-R1 | Riser branch          | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-WS-02 |
| EB-A-SV-R2 | Riser branch          | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-WS-02 |

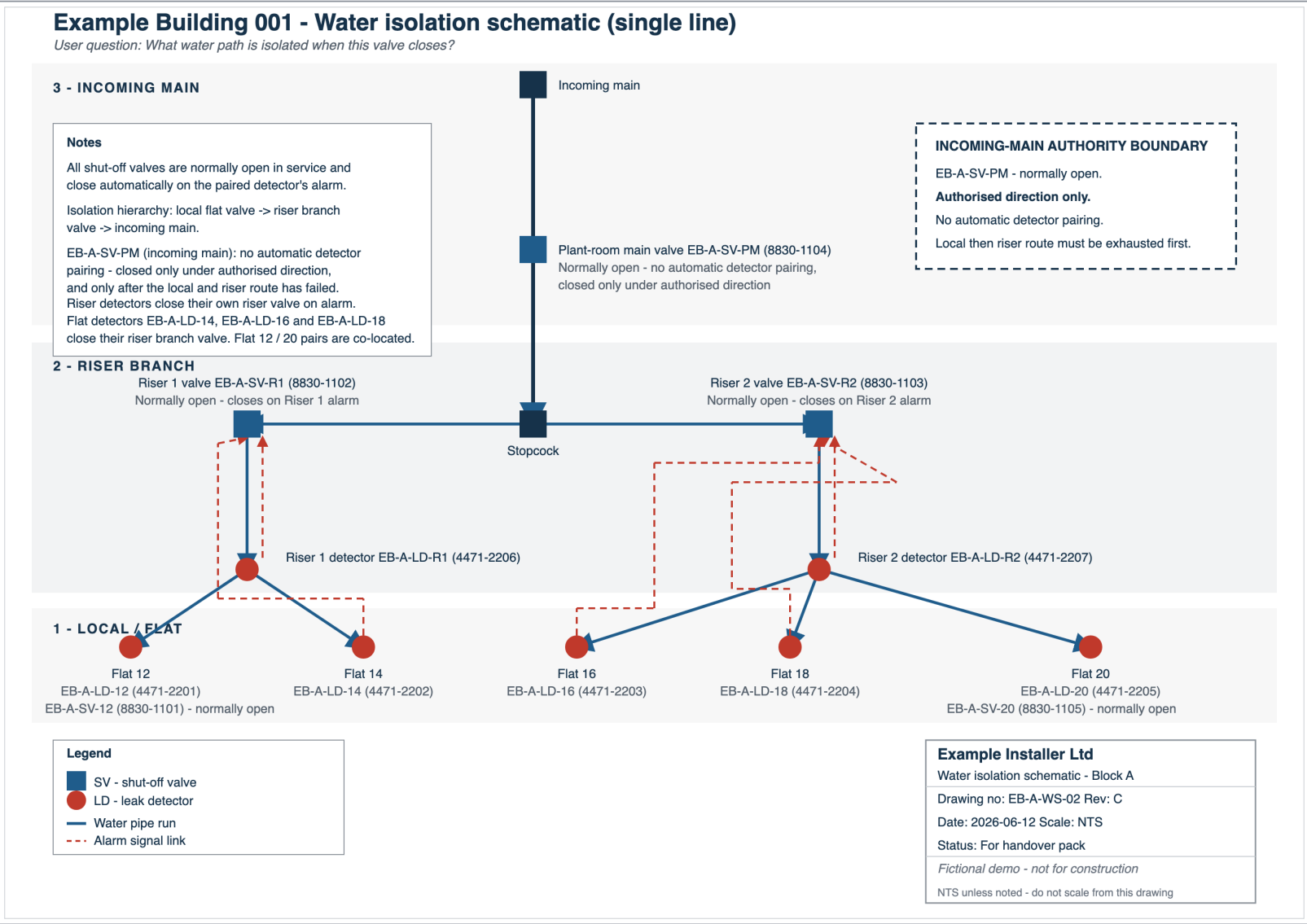
| Asset ID   | Isolation level | Manual access                                                     | Shown on drawing          |
|------------|-----------------|-------------------------------------------------------------------|---------------------------|
| EB-A-SV-PM | Incoming main   | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-WS-02 |
| EB-A-SV-20 | Local isolation | Accessible cupboard shown on plan - competent-person limits apply | EB-A-GF-01 and EB-A-WS-02 |

EB-A-GF-01 Rev D - Where is the device or isolation point, and which flats or riser does it affect?



# EB-A-WS-02 - Controlschematic

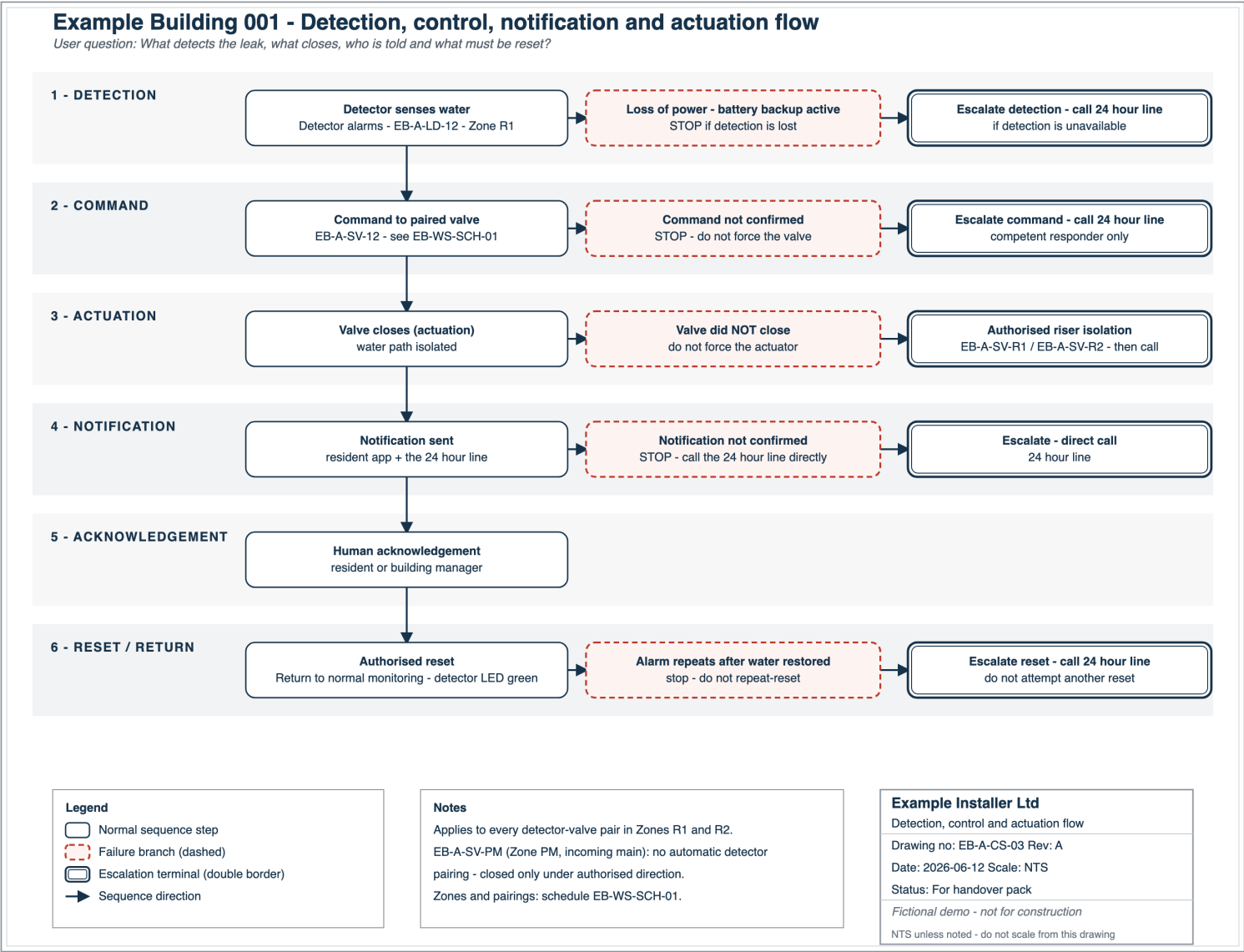
EB-A-WS-02 Rev C - What water path is isolated when this valve closes?



Water isolation schematic - Block A

# EB-A-CS-03 - Signalflow

EB-A-CS-03 Rev A - What detects the leak, what closes, who is told and what must be reset?



Detection, control, notification and actuation flow - Block A

# Maintenance

Use the six cadence groups and keep competence, procedure, pass threshold, stop condition, evidence and owner together.

## About these intervals

These intervals are fictional project requirements, not manufacturer maintenance intervals.

### Daily - 0 tasks

No scheduled daily task is specified for this sample issue.

### Weekly - 0 tasks

No scheduled weekly task is specified for this sample issue.

### Monthly - 1 task

#### Monthly project record and visual condition check

|                      |                                                                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assets and zones     | All project sensing points and project isolation valves in Zones R1, R2 and PM                                                                                                                                                                    |
| Responsible party    | Building operator                                                                                                                                                                                                                                 |
| Competence           | Building operator briefed on the Example Building 001 project procedure                                                                                                                                                                           |
| Procedure            | From a safe accessible position, compare each asset ID and serial with the project register, visually check for damage, leakage and obstruction, and record the visible indication. Do not press, reset, open, close, cycle or force any control. |
| Pass threshold       | Identity matches the register, no visible damage, leakage or obstruction is found, and the observed indication is recorded.                                                                                                                       |
| Stop and escalate if | Stop if the identity does not match, damage, leakage or obstruction is found, access is unsafe or the visible indication cannot be recorded.                                                                                                      |
| Evidence to retain   | Dated visual-condition record with asset ID, serial and observed indication.                                                                                                                                                                      |
| Warranty effect      | Example Building 001 project procedure only - not manufacturer guidance.                                                                                                                                                                          |

Source: Example Building 001 project maintenance schedule - competent-person review required

## Quarterly - 3 tasks

### Quarterly physical condition inspection

|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | All leak-detection asset records in Zones R1 and R2                                  |
| <b>Responsible party</b>    | Example Installer Ltd                                                                |
| <b>Competence</b>           | Competent maintainer familiar with the current wireless leak detector user manual    |
| <b>Procedure</b>            | Inspect accessible device and connection condition without disturbing live services. |
| <b>Pass threshold</b>       | No visible damage, leakage, loose connection or unsafe condition is present.         |
| <b>Stop and escalate if</b> | Stop if damage, leakage, heat or electrical risk is found.                           |
| <b>Evidence to retain</b>   | Inspection record and defect photograph where needed.                                |
| <b>Warranty effect</b>      | Retain condition evidence; warranty remains subject to manufacturer terms.           |

Source: Example Building 001 project maintenance schedule - competent-person review required; Wireless leak detector user manual p. 11 - periodically check the device and its connections physical condition

### Quarterly valve travel and closure confirmation

|                             |                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | Isolation valve asset records in Zones R1, R2 and PM                                                      |
| <b>Responsible party</b>    | Example Installer Ltd                                                                                     |
| <b>Competence</b>           | Competent maintainer authorised for isolation and restart                                                 |
| <b>Procedure</b>            | Follow the current project method for one controlled close-open cycle and confirm the actual water state. |
| <b>Pass threshold</b>       | Full commanded travel and closure are confirmed without resistance or leakage.                            |
| <b>Stop and escalate if</b> | Stop if movement resists, closure is incomplete, the state is uncertain or leakage occurs.                |
| <b>Evidence to retain</b>   | Travel, closure and return-to-service result by asset ID and serial.                                      |
| <b>Warranty effect</b>      | Forced movement may affect warranty; never force the control.                                             |

Source: Example Building 001 project maintenance schedule - competent-person review required; Isolation valve user manual p. 9 - handle position may not show internal valve state

## Quarterly access obstruction check

|                             |                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | All project asset access locations                                               |
| <b>Responsible party</b>    | Building operator                                                                |
| <b>Competence</b>           | Building operator briefed on safe visual inspection                              |
| <b>Procedure</b>            | Confirm safe access is clear without operating or moving the device.             |
| <b>Pass threshold</b>       | The device can be reached safely and the identity label can be read.             |
| <b>Stop and escalate if</b> | Stop if access requires forced removal or exposes an electrical or water hazard. |
| <b>Evidence to retain</b>   | Access-check record with location and any corrective action.                     |
| <b>Warranty effect</b>      | Not applicable - project access housekeeping.                                    |

Source: Example Building 001 project maintenance schedule - competent-person review required

## Annual - 2 tasks

### Annual backup battery inspection

|                             |                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | Project assets listed as battery-backed                                                                                  |
| <b>Responsible party</b>    | Example Installer Ltd                                                                                                    |
| <b>Competence</b>           | Competent maintainer following the current manufacturer instructions                                                     |
| <b>Procedure</b>            | Check the recorded battery condition and use only the manufacturer-supported battery type where replacement is required. |
| <b>Pass threshold</b>       | Normal indication is restored and the project functional check passes.                                                   |
| <b>Stop and escalate if</b> | Stop on heat, damage, leakage, wrong battery type or uncertain polarity.                                                 |
| <b>Evidence to retain</b>   | Battery condition, type, date, asset serial and test result.                                                             |
| <b>Warranty effect</b>      | Use of unsupported batteries may affect support; check current manufacturer terms.                                       |

Source: Example Building 001 project maintenance schedule - competent-person review required; Wireless leak detector user manual p. 10 - four AA lithium backup batteries and no rechargeable batteries

## Annual system service and flow re-baseline

|                             |                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | Whole Block A water-safety system                                                                             |
| <b>Responsible party</b>    | Example Installer Ltd                                                                                         |
| <b>Competence</b>           | Competent maintainer authorised to isolate, measure and return the project system to service                  |
| <b>Procedure</b>            | Service against current controlled documents and record the project flow baseline and isolation result.       |
| <b>Pass threshold</b>       | Measured results meet the commissioning method and all affected assets return to their recorded normal state. |
| <b>Stop and escalate if</b> | Stop on leakage, failed closure, unsafe access, abnormal indication or a result outside the project method.   |
| <b>Evidence to retain</b>   | Service sheet, measured results and return-to-service record.                                                 |
| <b>Warranty effect</b>      | Annual project service evidence is retained; manufacturer warranty remains subject to current terms.          |

Source: Example Building 001 project maintenance schedule - competent-person review required

## Event-triggered - 1 task

### Post-alarm inspection

|                             |                                                                                                                          |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Assets and zones</b>     | Affected project assets and area                                                                                         |
| <b>Responsible party</b>    | Example Installer Ltd                                                                                                    |
| <b>Competence</b>           | Competent maintainer authorised for isolation, inspection and restart                                                    |
| <b>Procedure</b>            | Inspect the affected area and asset, establish the cause and complete the ruled restart checks before return to service. |
| <b>Pass threshold</b>       | The cause is cleared, the area is dry, the state is known and the safe restart check passes.                             |
| <b>Stop and escalate if</b> | Stop if the cause is unclear, electrical risk remains, a valve resists or the alarm repeats.                             |
| <b>Evidence to retain</b>   | Alarm report, asset serial, findings, measured result and return-to-service record.                                      |
| <b>Warranty effect</b>      | Defects must be resolved and evidence retained before restart.                                                           |
| <b>Trigger</b>              | After every alarm                                                                                                        |

Source: Example Building 001 project maintenance schedule - competent-person review required

## Maintenance requirements and evidence

| Task                                                     | Competence                                                                        | Procedure                                                                                                                                                                                                                                         | Pass threshold                                                                                                              | Stop or escalate if                                                                                                                          | Frequency or trigger |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Monthly project record and visual condition check</b> | Building operator briefed on the Example Building 001 project procedure           | From a safe accessible position, compare each asset ID and serial with the project register, visually check for damage, leakage and obstruction, and record the visible indication. Do not press, reset, open, close, cycle or force any control. | Identity matches the register, no visible damage, leakage or obstruction is found, and the observed indication is recorded. | Stop if the identity does not match, damage, leakage or obstruction is found, access is unsafe or the visible indication cannot be recorded. | Monthly              |
| <b>Quarterly physical condition inspection</b>           | Competent maintainer familiar with the current wireless leak detector user manual | Inspect accessible device and connection condition without disturbing live services.                                                                                                                                                              | No visible damage, leakage, loose connection or unsafe condition is present.                                                | Stop if damage, leakage, heat or electrical risk is found.                                                                                   | Quarterly            |
| <b>Quarterly valve travel and closure confirmation</b>   | Competent maintainer authorised for isolation and restart                         | Follow the current project method for one controlled close-open cycle and confirm the actual water state.                                                                                                                                         | Full commanded travel and closure are confirmed without resistance or leakage.                                              | Stop if movement resists, closure is incomplete, the state is uncertain or leakage occurs.                                                   | Quarterly            |
| <b>Quarterly access obstruction check</b>                | Building operator briefed on safe visual inspection                               | Confirm safe access is clear without operating or moving the device.                                                                                                                                                                              | The device can be reached safely and the identity label can be read.                                                        | Stop if access requires forced removal or exposes an electrical or water hazard.                                                             | Quarterly            |
| <b>Annual backup battery inspection</b>                  | Competent maintainer following the current manufacturer instructions              | Check the recorded battery condition and use only the manufacturer-supported battery type where replacement is required.                                                                                                                          | Normal indication is restored and the project functional check passes.                                                      | Stop on heat, damage, leakage, wrong battery type or uncertain polarity.                                                                     | Annual               |

| Task                                              | Competence                                                                                   | Procedure                                                                                                                | Pass threshold                                                                                                | Stop or escalate if                                                                                         | Frequency or trigger |
|---------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Annual system service and flow re-baseline</b> | Competent maintainer authorised to isolate, measure and return the project system to service | Service against current controlled documents and record the project flow baseline and isolation result.                  | Measured results meet the commissioning method and all affected assets return to their recorded normal state. | Stop on leakage, failed closure, unsafe access, abnormal indication or a result outside the project method. | Annual               |
| <b>Post-alarm inspection</b>                      | Competent maintainer authorised for isolation, inspection and restart                        | Inspect the affected area and asset, establish the cause and complete the ruled restart checks before return to service. | The cause is cleared, the area is dry, the state is known and the safe restart check passes.                  | Stop if the cause is unclear, electrical risk remains, a valve resists or the alarm repeats.                | After every alarm    |

## Maintenance assets, evidence and ownership

| Task                                                     | Assets and zones                                                               | Evidence to retain                                                           | Warranty effect                                                                                      | Responsible party     |
|----------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Monthly project record and visual condition check</b> | All project sensing points and project isolation valves in Zones R1, R2 and PM | Dated visual-condition record with asset ID, serial and observed indication. | Example Building 001 project procedure only - not manufacturer guidance.                             | Building operator     |
| <b>Quarterly physical condition inspection</b>           | All leak-detection asset records in Zones R1 and R2                            | Inspection record and defect photograph where needed.                        | Retain condition evidence; warranty remains subject to manufacturer terms.                           | Example Installer Ltd |
| <b>Quarterly valve travel and closure confirmation</b>   | Isolation valve asset records in Zones R1, R2 and PM                           | Travel, closure and return-to-service result by asset ID and serial.         | Forced movement may affect warranty; never force the control.                                        | Example Installer Ltd |
| <b>Quarterly access obstruction check</b>                | All project asset access locations                                             | Access-check record with location and any corrective action.                 | Not applicable - project access housekeeping.                                                        | Building operator     |
| <b>Annual backup battery inspection</b>                  | Project assets listed as battery-backed                                        | Battery condition, type, date, asset serial and test result.                 | Use of unsupported batteries may affect support; check current manufacturer terms.                   | Example Installer Ltd |
| <b>Annual system service and flow re-baseline</b>        | Whole Block A water-safety system                                              | Service sheet, measured results and return-to-service record.                | Annual project service evidence is retained; manufacturer warranty remains subject to current terms. | Example Installer Ltd |

| Task                         | Assets and zones                 | Evidence to retain                                                                  | Warranty effect                                                | Responsible party     |
|------------------------------|----------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------|
| <b>Post-alarm inspection</b> | Affected project assets and area | Alarm report, asset serial, findings, measured result and return-to-service record. | Defects must be resolved and evidence retained before restart. | Example Installer Ltd |

# Troubleshooting

Start with the symptom and read the safe check, authorised action, stop condition, success check and escalation together.

## Alarm and project isolation recorded - affected zone asset

Safe check and stop boundary

|                                            |                                                                      |
|--------------------------------------------|----------------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Alarm and project isolation recorded - affected zone asset           |
| <b>Safe first checks</b>                   | Keep clear of water near electrics; identify flat or riser           |
| <b>Authorised action</b>                   | Leave the recorded isolation state unchanged and call the front desk |
| <b>Stop - do not proceed if</b>            | Water is near electrics or the source is not visible                 |
| <b>Success check</b>                       | Flow stops and the project isolation state is recorded               |
| <b>Escalate to and drawing or document</b> | 24 hour line - EB-A-GF-01                                            |

Source: Example Building 001 safe first checks schedule

## Alarm and expected project isolation did not occur - affected zone asset

Safe check and stop boundary

|                                            |                                                                               |
|--------------------------------------------|-------------------------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Alarm and expected project isolation did not occur - affected zone asset      |
| <b>Safe first checks</b>                   | Observe visible indication and isolation state only                           |
| <b>Authorised action</b>                   | Call the 24 hour line; operator follows the controlled local-then-riser route |
| <b>Stop - do not proceed if</b>            | A control resists, access is unsafe or source is unclear                      |
| <b>Success check</b>                       | Lowest safe project isolation stops flow                                      |
| <b>Escalate to and drawing or document</b> | 24 hour line - EB-A-WS-02                                                     |

Source: Example Building 001 safe first checks schedule

---

## Project isolation recorded but no visible water - affected zone

Safe check and stop boundary

|                                            |                                                                 |
|--------------------------------------------|-----------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Project isolation recorded but no visible water - affected zone |
| <b>Safe first checks</b>                   | Check accessible dry areas and asset identity                   |
| <b>Authorised action</b>                   | Keep isolated pending competent inspection                      |
| <b>Stop - do not proceed if</b>            | Changing state could release concealed water                    |
| <b>Success check</b>                       | Cause is found and area remains safe                            |
| <b>Escalate to and drawing or document</b> | Technical support - project records                             |

Source: Example Building 001 safe first checks schedule

---

## Water restored but alarm repeats - affected zone sensing point

Safe check and stop boundary

|                                            |                                                                     |
|--------------------------------------------|---------------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Water restored but alarm repeats - affected zone sensing point      |
| <b>Safe first checks</b>                   | Stop after the first repeat alarm and record the visible indication |
| <b>Authorised action</b>                   | Leave the controlled local isolation unchanged and escalate         |
| <b>Stop - do not proceed if</b>            | Any repeat alarm occurs                                             |
| <b>Success check</b>                       | System remains safely isolated without further action               |
| <b>Escalate to and drawing or document</b> | 24 hour line - EB-A-CS-03                                           |

Source: Example Building 001 safe first checks schedule

---

## Project asset has no visible indication - affected zone

Safe check and stop boundary

|                                            |                                                               |
|--------------------------------------------|---------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Project asset has no visible indication - affected zone       |
| <b>Safe first checks</b>                   | Check only the visible indication and safe local supply state |
| <b>Authorised action</b>                   | Keep zone under observation and call support                  |
| <b>Stop - do not proceed if</b>            | Electrical access or live work would be needed                |
| <b>Success check</b>                       | Competent person records the restored normal indication       |
| <b>Escalate to and drawing or document</b> | Technical support - controlled document register              |

Source: Example Building 001 safe first checks schedule

---

## Project register unavailable but local state appears normal - affected zone

Safe check and stop boundary

|                                            |                                                                             |
|--------------------------------------------|-----------------------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Project register unavailable but local state appears normal - affected zone |
| <b>Safe first checks</b>                   | Confirm the visible local indication and recorded normal isolation state    |
| <b>Authorised action</b>                   | Use the controlled offline evidence and report the register fault           |
| <b>Stop - do not proceed if</b>            | Local state is abnormal or uncertain                                        |
| <b>Success check</b>                       | Local project state remains normal and the fault is logged                  |
| <b>Escalate to and drawing or document</b> | Technical support - current manual issue                                    |

Source: Example Building 001 safe first checks schedule

## Riser alarm affecting more than one flat - Zone R1 or R2

Safe check and stop boundary

|                                            |                                                             |
|--------------------------------------------|-------------------------------------------------------------|
| <b>Symptom (zone and asset)</b>            | Riser alarm affecting more than one flat - Zone R1 or R2    |
| <b>Safe first checks</b>                   | Confirm riser and affected flats from schedule              |
| <b>Authorised action</b>                   | Operator follows authorised project riser isolation         |
| <b>Stop - do not proceed if</b>            | Riser isolation fails or incoming-main action is considered |
| <b>Success check</b>                       | Affected riser flow stops                                   |
| <b>Escalate to and drawing or document</b> | 24 hour line - EB-A-WS-02                                   |

Source: Example Building 001 safe first checks schedule

### Safe first checks and escalation

| Symptom (zone and asset)                                                 | Safe first checks                                                   | Authorised action                                                             | Stop - do not proceed if                                 | Success check                                           | Escalate to and drawing or document              |
|--------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------|
| Alarm and project isolation recorded - affected zone asset               | Keep clear of water near electrics; identify flat or riser          | Leave the recorded isolation state unchanged and call the front desk          | Water is near electrics or the source is not visible     | Flow stops and the project isolation state is recorded  | 24 hour line - EB-A-GF-01                        |
| Alarm and expected project isolation did not occur - affected zone asset | Observe visible indication and isolation state only                 | Call the 24 hour line; operator follows the controlled local-then-riser route | A control resists, access is unsafe or source is unclear | Lowest safe project isolation stops flow                | 24 hour line - EB-A-WS-02                        |
| Project isolation recorded but no visible water - affected zone          | Check accessible dry areas and asset identity                       | Keep isolated pending competent inspection                                    | Changing state could release concealed water             | Cause is found and area remains safe                    | Technical support - project records              |
| Water restored but alarm repeats - affected zone sensing point           | Stop after the first repeat alarm and record the visible indication | Leave the controlled local isolation unchanged and escalate                   | Any repeat alarm occurs                                  | System remains safely isolated without further action   | 24 hour line - EB-A-CS-03                        |
| Project asset has no visible indication - affected zone                  | Check only the visible indication and safe local supply state       | Keep zone under observation and call support                                  | Electrical access or live work would be needed           | Competent person records the restored normal indication | Technical support - controlled document register |

| Symptom (zone and asset)                                                           | Safe first checks                                                        | Authorised action                                                 | Stop - do not proceed if                                    | Success check                                              | Escalate to and drawing or document      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------|------------------------------------------|
| <b>Project register unavailable but local state appears normal - affected zone</b> | Confirm the visible local indication and recorded normal isolation state | Use the controlled offline evidence and report the register fault | Local state is abnormal or uncertain                        | Local project state remains normal and the fault is logged | Technical support - current manual issue |
| <b>Riser alarm affecting more than one flat - Zone R1 or R2</b>                    | Confirm riser and affected flats from schedule                           | Operator follows authorised project riser isolation               | Riser isolation fails or incoming-main action is considered | Affected riser flow stops                                  | 24 hour line - EB-A-WS-02                |

## FAQs & How-tos

The questions residents and managing agents ask most, each answered from the section of this manual that carries the detail.

---

### Q1 **My leak detector is showing a red light - what do I do?**

A red light means an alarm. Keep clear of standing water where electrical equipment may be affected, note the asset ID and the location, and check whether the flow has already stopped. Do not force a valve and do not repeat-reset a device. If the source is unclear, access is unsafe, or isolation has not happened, call the 24 hour line. See Emergency and operation.

---

### Q2 **How do I turn the water back on after an alarm?**

Your own flat valve, yes - it is yours to reopen from the app. Only once the cause is cleared, the floor is dry, electrical risk is absent and the detector LED is green. Reopen only your own flat valve and watch the area: a riser or incoming-main restart is authorised by a building operator or competent responder, not by you. Never force an actuator or override lever. If the alarm repeats, close your flat valve again, stop and call the 24 hour line. See Emergency and operation.

---

### Q3 **Which devices are in my flat?**

Each flat has a sensing point in the kitchen sink cupboard, and some flats also have a local isolation valve in the same cupboard. Flats without a local valve are protected by their riser branch valve instead. The Assets section lists every device with its ID, serial, location, zone and the area it affects, and the ground floor plan shows where each one sits.

---

### Q4 **Is this my responsibility, or the managing agent's?**

Routine visual checks and reporting are the building operator's. Inspection, valve travel testing, servicing and anything requiring isolation belong to the maintenance contractor. Emergency escalation runs through the 24 hour line at any hour. The Overview section sets out who owns each duty across design, installation, operation, warranty and escalation.

---

### Q5 **How do I know the system is working?**

Normal means the recorded local indication, available flow and valve state agree with the current project schedule. Anything absent, uncertain or repeating is degraded, and should be reported rather than interpreted. A monthly record and visual condition check confirms identity, condition and indication for every device. See Maintenance.

---

**Q6 Could anything I do affect the warranty?**

Yes. Forcing a control that resists movement may affect warranty cover, and so can fitting an unsupported battery type. Retaining the dated evidence from each scheduled check is what keeps the record intact. Each maintenance task in this manual states its own warranty effect. See Maintenance.

---

**Q7 A valve did not close during an alarm. What now?**

Do not force the actuator. Call the 24 hour line and follow the authorised riser isolation procedure. Do not operate the incoming main unless a competent responder directs it after the local and riser routes have been exhausted. Troubleshooting lists the safe first checks, the authorised action and the point at which you must stop for each symptom.

---

**Q8 What maintenance is required, and how often?**

Daily and weekly - no scheduled task is specified for this issue

Monthly - record and visual condition check

Quarterly - condition inspection, valve travel and closure, access obstruction

Annual - backup battery inspection, system service and flow re-baseline

Event-triggered - post-alarm inspection after every alarm

---

**Q9 Where is the certificate, and who signed it off?**

The commissioning record and every other current document are listed in Documents and certificates, each with its revision, status and issue date, and each openable from the manual. The Block A commissioning certificate EB-A-COMM-014 records the work as commissioned on 9 June 2026 and signed off by the commissioning engineer at Example Installer Ltd, who is listed in Contacts. The evidence register also records what each document answers and what it supersedes.

---

**Q10 Are there any open critical items?**

There are no open critical items at issue. Three non-critical items are recorded with their operational impact, safe workaround, owner and target date in the Overview section.

---

**Q11 Is Example Building 001 a real building?**

No. This is a fictional sample manual. Example Building 001, Example Installer Ltd, every asset ID, serial, drawing and certificate in it are invented to demonstrate what a real handover manual looks like online. Nothing here is evidence of an actual installation, acceptance or compliance.

# Documents and contacts

Open the product documents and project evidence from controlled local copies. Call the right fictional sample contact for emergency, technical or customer support.

### Documents and certificates

The product documents in this sample are generated for it. They are not manufacturer publications.

## Current issued evidence

| Document ID   | Title                                                     | Type             | Revision or verification  | Status                        | Issue or verified date |
|---------------|-----------------------------------------------------------|------------------|---------------------------|-------------------------------|------------------------|
| EB-A-GF-01    | Block A ground floor device and operational zone plan     | drawing          | D                         | Current                       | 2026-06-12             |
| EB-A-WS-02    | Block A water isolation schematic                         | drawing          | C                         | Current                       | 2026-06-12             |
| EB-A-CS-03    | Detection, control, notification and actuation flow       | drawing          | A                         | Current                       | 2026-06-12             |
| EB-WS-SCH-01  | Project sensing-point and isolation relationship schedule | schedule         | A                         | Current                       | 2026-06-12             |
| EB-A-COMM-014 | Block A commissioning certificate                         | certificate      | A                         | Current                       | 2026-06-09             |
| EB-A-OM-01    | This O&M manual issue                                     | manual issue     | v1.0                      | Current                       | 2026-06-14             |
| EB-LD-UM      | Wireless leak detector user manual                        | Product document | Generated for this sample | Current controlled local copy | 2026-06-12             |
| EB-IV-UM      | Isolation valve user manual                               | Product document | Generated for this sample | Current controlled local copy | 2026-06-12             |

## Current issued evidence - purpose and retrieval

| Document ID | Question it answers | System or location | Where to find it | Supersedes or official source |
|-------------|---------------------|--------------------|------------------|-------------------------------|
|-------------|---------------------|--------------------|------------------|-------------------------------|

| Document ID   | Question it answers                                      | System or location                 | Where to find it                               | Supersedes or official source                     |
|---------------|----------------------------------------------------------|------------------------------------|------------------------------------------------|---------------------------------------------------|
| EB-A-GF-01    | Where is the device or isolation point?                  | Block A locations and zones        | Drawings section                               | Rev C                                             |
| EB-A-WS-02    | What water path is isolated?                             | Block A water service              | Drawings section                               | Rev B                                             |
| EB-A-CS-03    | What detects, closes and notifies?                       | Block A control flow               | Drawings section                               | Not applicable - first issue                      |
| EB-WS-SCH-01  | Which sensing point is related to which isolation valve? | All project assets and zones       | Assets section                                 | Not applicable - first issue                      |
| EB-A-COMM-014 | What project results were recorded?                      | All 12 project assets              | Documents section                              | Not applicable - first issue                      |
| EB-A-OM-01    | What is the current manual issue?                        | Whole manual                       | This page and PDF                              | Not applicable - first issue                      |
| EB-LD-UM      | What product information does this document provide?     | Wireless leak detector user manual | /sample/wireless-leak-detector-user-manual.pdf | Local controlled copy - generated for this sample |
| EB-IV-UM      | What product information does this document provide?     | Isolation valve user manual        | /sample/isolation-valve-user-manual.pdf        | Local controlled copy - generated for this sample |

## Where to find things

Drawings and maintenance records live in their own sections. This page holds the documents and certificates.

## Current documents

### Wireless leak detector user manual

|                    |                        |
|--------------------|------------------------|
| <b>Document ID</b> | EB-LD-UM               |
| <b>Purpose</b>     | Product document       |
| <b>Status</b>      | Current for this issue |

[Open the current controlled document](#)

<https://om-manuals.co.uk/sample/wireless-leak-detector-user-manual.pdf>

Source: Fictional demonstration document generated for this sample manual. It is not a manufacturer publication and carries no product, compatibility or warranty claim.

---

## Isolation valve user manual

**Document ID** EB-IV-UM  
**Purpose** Product document  
**Status** Current for this issue

[Open the current controlled document](#)

<https://om-manuals.co.uk/sample/isolation-valve-user-manual.pdf>

Source: Fictional demonstration document generated for this sample manual. It is not a manufacturer publication and carries no product, compatibility or warranty claim.

---

## Block A commissioning certificate

**Document ID** EB-A-COMM-014  
**Purpose** Current project evidence  
**Status** Current for this issue

[Open the current controlled document](#)

<https://om-manuals.co.uk/sample/commissioning-certificate.pdf>

Source: Example Building 001 project evidence register

---

## This O&M manual issue

**Document ID** EB-A-OM-01  
**Purpose** Current project evidence  
**Status** Current for this issue

[Open the current controlled document](#)

<https://om-manuals.co.uk/sample>

Source: Example Building 001 project evidence register

# Contacts

Call the right fictional sample contact for emergency, technical or customer support.

EMERGENCY CONTACT

Example Installer Ltd - 24h line

Emergency call-out - 24 hours, every day

Use this contact for

Emergency call-out

Organisation

Example Installer Ltd

Phone

08081 570112

Email

emergency@example-installer.example

Hours

24 hours, every day

Source: Example Building 001 contact register

SUPPORT CONTACT 2

Example Installer Ltd - commissioning engineer

Commissioning engineer - Mon-Fri, 8am-6pm

Use this contact for

Commissioning engineer

Organisation

Example Installer Ltd

Phone

0113 496 0210

Email

support@example-installer.example

Hours

Mon-Fri, 8am-6pm

Source: Example Building 001 contact register

SUPPORT CONTACT 3

Example Building 001 - Front desk

Building manager - Mon-Fri, 9am-5pm

Use this contact for

Building manager

Organisation

Example Management Co.

Phone

0113 496 0455

Email

facilities@example-building.example

Hours

Mon-Fri, 9am-5pm

Source: Example Building 001 contact register

# Annexes

The controlled source documents are appended in order below. Select a title to open its first page.

|          |                                           |                            |
|----------|-------------------------------------------|----------------------------|
| ANNEX 01 | <b>Wireless leak detector user manual</b> | <a href="#">Open annex</a> |
| ANNEX 02 | <b>Isolation valve user manual</b>        | <a href="#">Open annex</a> |
| ANNEX 03 | <b>Block A commissioning certificate</b>  | <a href="#">Open annex</a> |

# Example Installer Ltd

## Installation & operation manual

# Example Wireless leak detector

Document no: EB-LD-UM    Revision: B

| Revision | Date       | Description                 |
|----------|------------|-----------------------------|
| A        | 2026-05-02 | Initial issue               |
| B        | 2026-05-28 | Troubleshooting table added |

### Contents

- Safety notes
- Installation steps
- Operation
- Specification
- Troubleshooting

This is a fictional demonstration document produced for the Example Installer Ltd · Example Building 001 sample manual. It is not a real manufacturer publication.

## Safety notes

- Isolate the water supply before installation or removal.
- Do not immerse the control unit; the sensor cable is rated for wet-floor contact only.
- Installation must be carried out by a competent person.

## Installation steps

- Fit the floor sensor cable flat against the floor, cable-tied clear of foot traffic.
- Mount the control unit within 2m of the sensor cable, on a dry vertical surface.
- Connect the sensor cable to the control unit's terminal block and power up.
- Run the self-test (press and hold the front button for 5 seconds) and confirm the LED shows green.

## Operation

- Green LED: normal, no leak detected.
- Red LED (flashing): alarm - a leak has been detected; the paired valve (if fitted) will close automatically.
- Press and hold the front button for 3 seconds to clear an alarm once the leak is resolved.

# Specification

| Property              | Value                                  |
|-----------------------|----------------------------------------|
| Power                 | 2x AA lithium, 5-year design life      |
| Sensor cable length   | 3m (extendable to 10m)                 |
| Alarm output          | Wireless to the paired isolation valve |
| Ingress protection    | IP54 (control unit)                    |
| Operating temperature | 0C to 40C                              |

# Troubleshooting

| Symptom                      | Action                                                 |
|------------------------------|--------------------------------------------------------|
| LED off                      | Check/replace batteries                                |
| False alarms                 | Check sensor cable for condensation or debris          |
| No alarm response from valve | Check pairing; re-run self-test within 2m of the valve |
| Red LED will not clear       | Confirm floor is fully dry before resetting            |

# Example Installer Ltd

## Installation & operation manual

# Example Isolation valve

Document no: EB-IV-UM    Revision: B

| Revision | Date       | Description                 |
|----------|------------|-----------------------------|
| A        | 2026-05-02 | Initial issue               |
| B        | 2026-05-28 | Troubleshooting table added |

### Contents

- Safety notes
- Installation steps
- Operation
- Specification
- Troubleshooting

This is a fictional demonstration document produced for the Example Installer Ltd · Example Building 001 sample manual. It is not a real manufacturer publication.

## Safety notes

- Isolate the water supply and the valve's electrical supply before installation or removal.
- Do not force the manual override lever - if the valve will not move, stop and call a competent person.
- Do not use the manual override on a riser or incoming-main valve - follow the building isolation hierarchy and call the 24 hour line.
- Installation and electrical connection must be carried out by a competent person.

## Installation steps

- Isolate the water supply and drain down the section of pipe being worked on.
- Fit the valve body in-line, observing the flow-direction arrow on the housing.
- Connect the valve to mains power and to any paired leak detectors.
- Cycle the valve open and closed from the app to confirm correct operation before re-pressurising.

## Operation

- Open or close the valve from its app only where the building operator has authorised that control for the local valve.
- Only an authorised competent person may use the manual override lever on a local flat valve, following the building's current isolation procedure.
- The valve closes automatically within 2 seconds of receiving an alarm from a paired leak detector.
- A closed valve shows a solid amber LED; an open valve shows a solid green LED.

# Specification

| Property              | Value                         |
|-----------------------|-------------------------------|
| Pipe size             | 15mm-28mm compression         |
| Power                 | Mains, battery backup 8 hours |
| Close time            | < 2 seconds from alarm signal |
| Ingress protection    | IP65                          |
| Operating temperature | 0C to 40C                     |

# Troubleshooting

| Symptom                       | Action                                                                                      |
|-------------------------------|---------------------------------------------------------------------------------------------|
| Valve will not close remotely | Do not use the manual override; keep the affected area isolated and call a competent person |
| No app connection             | Check Wi-Fi signal at the valve location                                                    |
| Amber LED will not clear      | Confirm the paired detector alarm has been reset first                                      |
| Unexpected closure            | Check the paired detector for a genuine leak event before reopening                         |

# Commissioning certificate

Example Installer Ltd · fictional demo document

| Field                  | Value                                    |
|------------------------|------------------------------------------|
| Project                | Example Building 001                     |
| Address                | 1 Example Street, Example City, ZZ1 1ZZ  |
| Commissioning date     | 2026-06-09                               |
| Commissioning engineer | Named in Contacts, Example Installer Ltd |
| Certificate no.        | EB-A-COMM-014                            |

This certifies that the water leak-detection and automatic shut-off isolation system serving Block A was pressure-hold tested, sensor-trip tested and valve-close tested on the commissioning date above. Full device-level results are recorded overleaf.

## System test basis: pressure hold

| Item                      | Value                                              |
|---------------------------|----------------------------------------------------|
| Method                    | Fictional demonstration procedure - not statutory. |
| Test pressure             | 6.0 bar                                            |
| Duration                  | 30 minutes                                         |
| Measured drop             | 0.04 bar                                           |
| Pass criteria (threshold) | <= 0.10 bar drop over 30 minutes                   |
| Result                    | Pass                                               |

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# Per-device test results

| Serial    | Device                  | Location                        | Test       | Measured | Threshold | Result |
|-----------|-------------------------|---------------------------------|------------|----------|-----------|--------|
| 4471-2201 | Project sensing point   | Flat 12 · Kitchen sink cupboard | Close time | 1.1 s    | <= 2.0 s  | Pass   |
| 8830-1101 | Project isolation valve | Flat 12 · Kitchen sink cupboard | Close time | 1.1 s    | <= 2.0 s  | Pass   |
| 4471-2202 | Project sensing point   | Flat 14 · Kitchen sink cupboard | Close time | 1.2 s    | <= 2.0 s  | Pass   |
| 4471-2203 | Project sensing point   | Flat 16 · Kitchen sink cupboard | Close time | 1.2 s    | <= 2.0 s  | Pass   |
| 4471-2204 | Project sensing point   | Flat 18 · Kitchen sink cupboard | Close time | 1.3 s    | <= 2.0 s  | Pass   |
| 4471-2205 | Project sensing point   | Flat 20 · Kitchen sink cupboard | Close time | 1.4 s    | <= 2.0 s  | Pass   |
| 4471-2206 | Project sensing point   | Riser 1 cupboard · Ground floor | Close time | 1.5 s    | <= 2.0 s  | Pass   |
| 4471-2207 | Project sensing point   | Riser 2 cupboard · Ground floor | Close time | 1.6 s    | <= 2.0 s  | Pass   |
| 8830-1102 | Project isolation valve | Riser 1 cupboard · Ground floor | Close time | 1.2 s    | <= 2.0 s  | Pass   |
| 8830-1103 | Project isolation valve | Riser 2 cupboard · Ground floor | Close time | 1.2 s    | <= 2.0 s  | Pass   |
| 8830-1104 | Project isolation valve | Plant room · Incoming main      | Close time | 1.3 s    | <= 2.0 s  | Pass   |
| 8830-1105 | Project isolation valve | Flat 20 · Kitchen sink cupboard | Close time | 1.4 s    | <= 2.0 s  | Pass   |

Wet-pad trip time: elapsed time from a simulated wet-pad alarm to the detector's LED indicating alarm state.  
Valve close time: elapsed time from an alarm signal to the paired valve reaching the fully-closed position. Both are fictional demonstration measurements, not statutory certification.