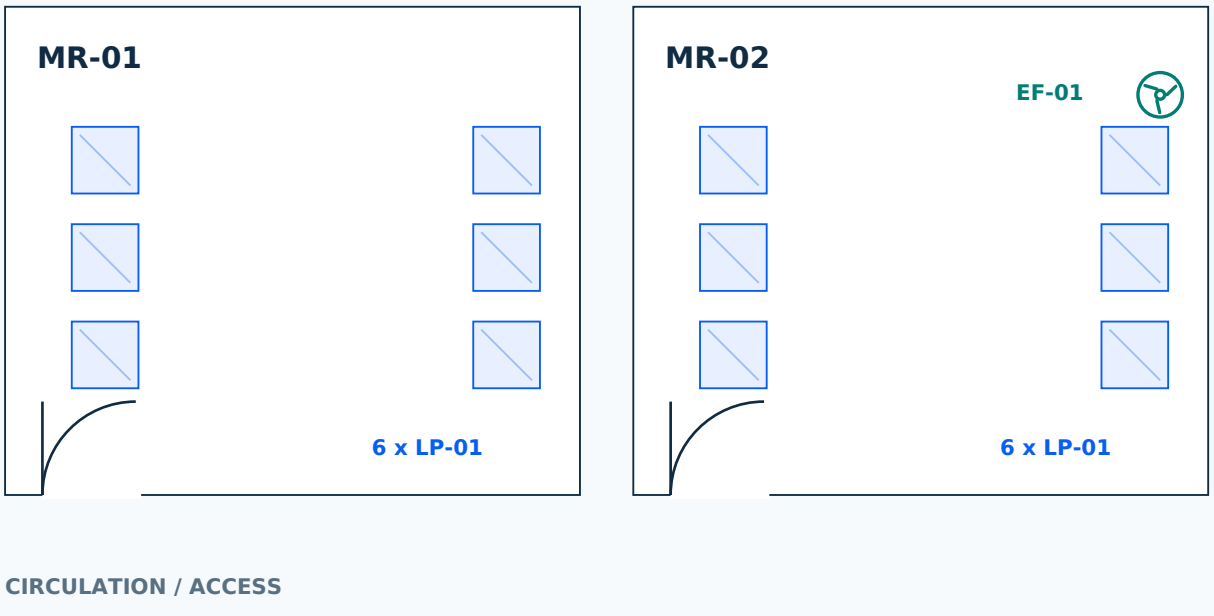
OMLY

OPERATION & MAINTENANCE

Riverside House.

Meeting-room refurbishment
A clear handover. A better first impression.

NTS



02
meeting rooms

13
pages of clarity

02
product references

RH-2026-014 / REVISION 03

02 NOVEMBER 2026

Fictional project. Real product literature. An illustrated example of a professionally organised handover pack.

YOUR GUIDE TO THIS MANUAL

Find it. Use it.

Jump straight to the information you need. Every section below is clickable; PDF bookmarks provide a second route through the document.

Project & document control — 03
The scope, issue and handover team

Systems at a glance — 04
Lighting and local extract, clearly explained

Safe operation — 05
Daily use and competent-person boundaries

Maintenance planner — 06
Tasks, ownership and service evidence

Asset register — 07
Models, quantities and room references

Lighting / LP-01 — 08
ROBUS DALLAS and its original PDF

Extract / EF-01 — 09
Vent-Axia Silent Fan and its original PDF

Equipment location plan — 10
Drawing RH-A-101 / room-by-room layout

System reference diagram — 11
Drawing RH-S-102 / document connections

Evidence & handover — 12
Certification, warranty and issue checklist

The next handover is yours — 13
Create, organise and share with OMLY

01 / PROJECT & DOCUMENT CONTROL

One project. One record.

A focused refurbishment handover, with the scope and document status visible before the technical detail.

The project

Riverside House
First-floor meeting rooms
MR-01 and MR-02

The scope

12 LED panels and one local extract fan. Landlord plant and other building systems are outside this example.

Record	Project information
Client	Riverside Workspace (fictional)
Prepared by	OMLY demonstration contractor
Project reference	RH-2026-014
Document issue	R03 / illustrated demonstration / 02 November 2026
Contact directory	A live issue includes the actual FM, installer and emergency contacts.

About this sample

Locations and quantities illustrate the presentation. Product references are real; no installation, test result or warranty entitlement is claimed.

02 / SYSTEMS OVERVIEW

Know what is installed.

Two systems. Consistent references. Each asset can be followed from its room to its literature and maintenance record.

SYS-01 / Lighting

12 x ROBUS DALLAS LED panels
Six per meeting room
Asset group: LP-01

SYS-02 / Local extract

1 x Vent-Axia Silent Fan
Illustrated in MR-02
Asset reference: EF-01

FOLLOW A SINGLE REFERENCE THROUGH THE PACK

Locate

Find the room and symbol on drawing RH-A-101.

Identify

Match the asset code with its model and product sheet.

Maintain

Open the original instructions and record completed work.

A connected record

LP-01 and EF-01 are used consistently across the register, drawings and product sheets. No circuit or isolation references are inferred.

03 / OPERATING INFORMATION

Simple to use. Safe to service.

Keep everyday operation separate from servicing. The original instructions and verified site procedures govern technical work.

Lighting / LP-01

Use the normal room lighting control. Report the room, affected panel and visible symptom if performance changes. Driver and optional control details must match the installed equipment.

Extract / EF-01

This example identifies the VASF100T timer model. The installer must record the actual speed and timer settings; a product datasheet does not establish the commissioned values.

Maintenance access

Ceiling and electrical work require suitable access and competent personnel. Confirm the site isolation procedure before servicing. Do not use a schematic location plan to identify circuits.

Read the source document

Original ROBUS instructions: page 8. Original Vent-Axia instructions: page 9. Both product sheets contain direct, clickable PDF links.

04 / SERVICE PLANNER

Maintenance, made legible.

A usable schedule tells the next person what to check, which source to follow and what evidence to retain.

Asset / task	When / basis	Record to retain
LP-01 / inspect reported lighting defects	When reported; planned interval to be set from the applicable instructions and site conditions.	Room, panel, fault, action and contractor.
EF-01 / cleaning and condition	Follow the Silent Fan maintenance instructions; agree the site schedule with the responsible contractor.	Asset ID, visit date, work completed and defects.
Both / review documentation	After replacement, changes or updated manufacturer instructions.	New model / revision, updated drawing and issue record.

A CLEAR SERVICE RECORD

Visit	Asset	Action / evidence	Next step
Example entry	EF-01	Attach the actual service report.	Record the next agreed visit.

No invented maintenance intervals

A live manual uses the manufacturer instructions and the responsible team’s agreed schedule. This sample shows the structure without fabricating service history.

05 / ASSET REGISTER

Every product has a place.

Asset IDs connect products to rooms, original literature and the drawing set. Grouped lighting quantities are explicit.

Asset	Manufacturer / model	Quantity / location
LP-01	ROBUS DALLAS RDL304060-01	12 panels 6 in MR-01; 6 in MR-02
EF-01	Vent-Axia Silent Fan VASF100T / 446659B	1 fan MR-02 (illustrative)

Linked literature

LP-01: product record on page 8
EF-01: product record on page 9
Both open original instruction PDFs.

Linked drawings

RH-A-101: equipment locations
RH-S-102: system reference map
The same IDs appear throughout.

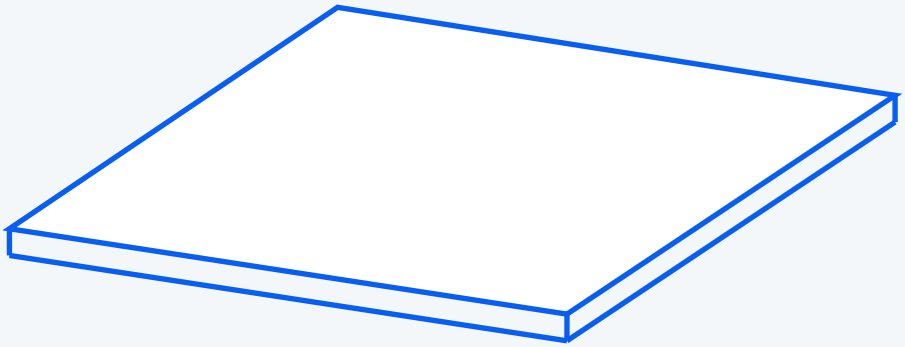
Complete the live asset record

Serial numbers, supplier details, warranty dates and commissioning settings are completed from actual purchase and installation records.

06 / PRODUCT SHEET / LP-01

ROBUS DALLAS

LED backlit panel | Model RDL304060-01 | Manufacturer: ROBUS



600 x 600 mm nominal format

Illustrative product sketch

Identification	Sample record
Output / colour	30 W / 4000 K / white finish
Quantity / location	12 panels: six in each meeting room
Source document	ROBUS instruction manual for RDL304060-01 / Issue 1

Open ROBUS installation instructions (PDF) ↗

Source: ROBUS product page → original instruction document. Checked 02 November 2026. Confirm model and supplied driver before use; accessories are not assumed.

07 / PRODUCT SHEET / EF-01

Vent-Axia Silent Fan

VASF100T timer model | Stock reference 446659B | Manufacturer: Vent-Axia



Illustrative front elevation

Identification	Sample record
Model variant	VASF100T / timer model
Quantity / location	1 fan / MR-02 / illustrative location
Commissioned settings	Installer to record actual speed and timer settings.

Open Vent-Axia Silent Fan instructions (PDF) ↗

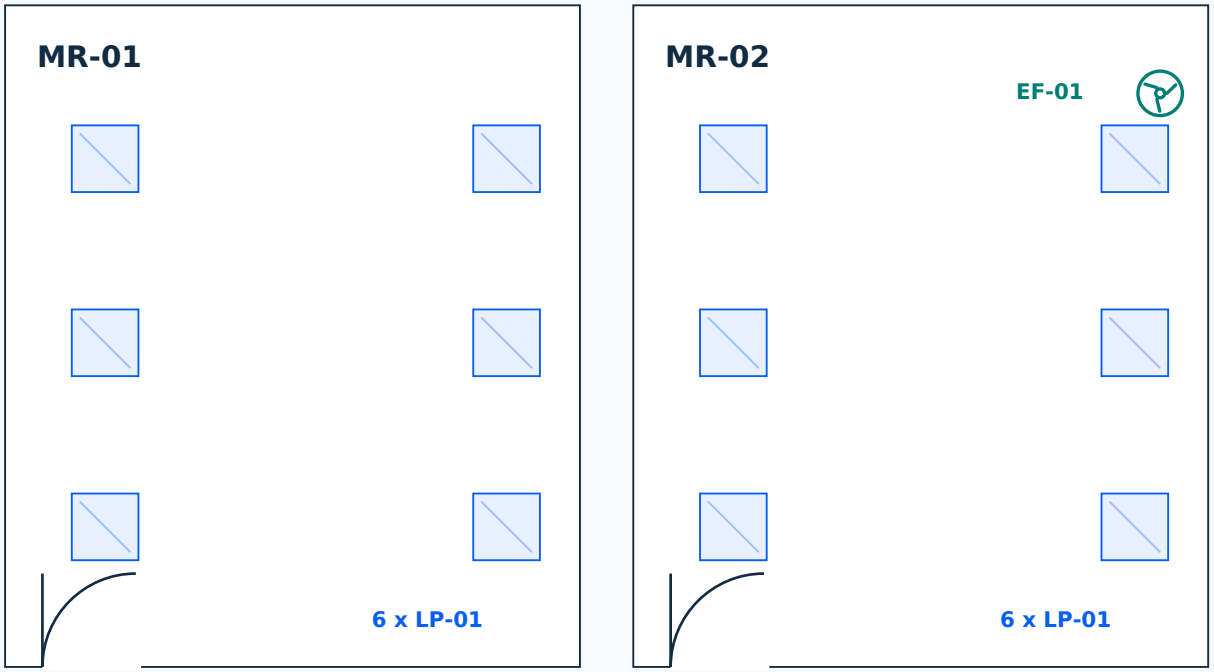
Source: Vent-Axia-authored instructions, hosted by CEF. Covers model 446659B and other variants. Checked 02 November 2026. Use the instructions applicable to the exact model.

08 / EQUIPMENT LOCATION PLAN

See where everything goes.

RH-A-101 / Revision 03 / Illustrated room layout

NTS



LP-01 / square symbol

12 LED panels / 6 per room

EF-01 / circle symbol

1 local extract fan / MR-02

Drawing status: schematic / not to scale

Fictional equipment locations. Room proportions, doors and product positions are illustrative. Not for construction, circuit tracing, isolation or ventilation design.

09 / SYSTEM REFERENCE DIAGRAM

From room to reference.

RH-S-102 / Revision 03 / A document map, not an electrical wiring diagram

MR-01 6 x LP-01	**Asset register** Page 7 / model & quantity	**Product PDFs** Pages 8-9 / originals
MR-02 6 x LP-01 + 1 x EF-01	**Asset register** Page 7 / model & quantity	**Product PDFs** Pages 8-9 / originals

Read across each row to move from a room to the correct equipment record and then to its source literature. The IDs remain the same even when a document is replaced or revised.

What this diagram does not show

No supply circuit, switching, duct route or isolation point is represented. Those details require the actual contractor-issued drawings and commissioning records.

10 / EVIDENCE & ISSUE CHECKLIST

A handover with a clear status.

A polished pack should make missing evidence visible, as well as making complete information easy to find.

Record	Sample status	Live handover action
Product literature	Linked / pages 8-9	Check exact supplied model and document revision.
Location drawings	Illustrative / pages 10-11	Replace with verified as-built records.
Electrical / commissioning	Not supplied	Attach genuine signed certification and results.
Warranty / serial records	Not supplied	Confirm dates, terms, invoices and registrations.
Maintenance / contacts	Structure illustrated	Add agreed schedule and actual contact directory.

BEFORE ISSUING THE FINAL PACK

Check the project particulars. Reconcile the asset register with the drawings. Confirm every product link and attachment. Close outstanding evidence items. Record the agreed revision and share the final manual.

> **Transparent demonstration**
>
> This is not a real building’s operating instruction or a compliance certificate. No approval, test pass or warranty is implied by this sample’s presentation.

FROM PROJECT FILES TO A PRESENTABLE MANUAL

Make the next handover yours.

Your logo. Your project information. Your supporting documents, organised into a pack your client can use.

01

Add the project

Bring together the project details, asset information and supporting files.

02

Make it your own

Use your branding and organise the sections so the right information is easy to find.

03

Share the handover

Deliver the finished PDF and share access to the manual with your client.

Create your manual at omly.uk ↗

OMLY / Manuals made in minutes.
This illustrated sample shows the value of clear source material and a well-organised handover. Live content and records come from your project.