

A minimum inspection and maintenance documentation package shall consist of the following items:

1. Listings of HVAC systems and system components with associated performance criteria pertinent to the facility
2. Inspection and maintenance tasks and the method of tracking (automated or manual), and
3. Sufficient record detail and verification (written or electronic) to demonstrate implementation of the maintenance plan.

Additionally, section 5 of ASHRAE 180 further details the required minimum inspection and maintenance tasks for any facility to which this standard applies.

COMPLIANCE DOCUMENTATION

Table 502.14(1): Documents Required

Project Stages	Submittal Documents
Design Permit Application	1. DM BLDG Al Sa'fat declaration.
Construction Completion Application	1. Maintenance contracts with specialised maintenance companies approved by Dubai Municipality or an evidence that building operators are qualified to carry out the maintenance.
After Completion	1. Maintenance manual and schedule.

REFERENCES AND ADDITIONAL INFORMATION

The American Society of Heating, Refrigerating and Air-Conditioning Engineers. (2016). ASHRAE Standard 62.1-2016 - Ventilation for Acceptable Indoor Air Quality.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers. (2018). ANSI/ASHRAE/ACCA Standard 180 - Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers. (2015). Fundamental – HVAC Application, Chapter 39 - Operation and Maintenance Management.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers. (2019). ASHRAE Guideline 4 - Preparation of Operating and Maintenance Documentation for Building Systems.

Chartered Institution of Building Services Engineers. (2016). CIBSE TM31 -Building Log book Toolkit.