

## Document management service

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**John Rowan and Partners health and safety team offer a comprehensive document management service. The team is made up of experienced construction professionals with an in-depth understanding of not only the information required to be collected throughout the build process but the information that is needed by landlords and ender users to ensure successful day-to-day management and through entire life cycle of the property.**

We have designed an electronic version of the Health & Safety File (including O&M building manual) that alleviates the inherent problems associated with paper based technical documents. Our system holds drawings, manufacturer's literature, certificates and other specialist data all linked electronically and accessible at the click of a button

Once created, the file provides a replica of the paper documents, even as far as the structure and layout of the original document. The electronic copy is then are easily stored and accessible, in secure format. We will also hold a copy on our database as backup should there be any future needs.

Our aim to minimise repetitive and duplicated information by providing a simple, easy accessible document structure that will contain all the essential information elements required by law for those tasked with managing the building for its entire life-cycle.

We manage all documents needed by the Building Manager to operate and maintain their building in a safe, professional and cost effective manner. The documents we manage are listed on the right.

### **Document managed**

Building Manuals  
Building Health and Safety File  
Operating and Maintenance manuals  
Specialists manuals and resident hand books  
As Built Drawings

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