



Electrical Operation & Maintenance Manual Requisition Form

Electrical Contractor:	
Address:	

Project Manager :		Date Of Submission:	
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Project Name:	
Address:	

Client:	
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(Note 1)

Architect:	
Address:	

(Note 1)

Building Contractors:	
Address:	

(Note 1)

Consultant Engineers:	
Address:	



Items Supplied and Installed on the Project:

(Note 3)

Service	Description/Model:	Order/ Invoice No.	Company:	Contact: (Fore & Surname)
DISTRIBUTION BOARD				
Schedule of Components:				
Spare Parts List:				
Test Certification:				
Board Markings:				
Manufacturers Drawings:				

GENERAL SERVICES				
Switches				
Sockets				
Spur Outlets				
Hand Dryers				
Floor Boxes				
Bus Bar				
U.P.S				
Generator				
Storage Heating				
Isolators				
Other? State Below:				



LIGHTING				
Lighting Schedule?				
EMERGENCY LIGHTING				
Lighting Schedule?				
Certification?				

FIRE ALARM SYSTEM				
Controls				
Panels				
Sounders				
Heat Detectors				
Smoke Detectors				
Break Glass Units:				
Other? State Below:				



Service	Description/Model:	Order/ Invoice No.	Company:	Contact: (Fore & Surname)
SECURITY SYSTEM				
Intruder Alarm Panel				
Intruder Alarm				
CCTV				
Access Control				
Intercom/ Videocom				
Other? State Below:				

LIGHTNING PROTECTION				
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TELEPHONE & DATA				
Data Test Results:				
OTHER SERVICES?				

List of Appended Documents:	

Information is correct?

(Signature If In Hardcopy Form)

Notes:
 (Note 1): Please Indicate contact names of those to receive draft and final copies of manuals and/ or drawings.
 (Note 2): Synopsis of all the services installed for this project.
 (Note 3): The more detailed the information on this form, the speedier the turn-around for the manual.
 Remember the information on this form will be used to create the final manual; as such information submitted **MUST** be correct.

