**YOUR COMPANY NAME OR LETTERHEAD**

[NOTE - The purpose of the Operations & Maintenance Manual is to inform your client how to use and maintain the fencing and gates that you have provided. This document then should describe the key components of the fencing system, what they are made of, how they are finished, what colour, where to buy spares. How you set it out is entirely a matter for you, although the following statements and layouts have been used successfully in this context in the past]

[This document then is not to be considered exhaustive nor definitive, and you must amend its contents to suit your own operations, products and services, and also to take account of any statutory obligations and considerations. AFI cannot be held responsible in any way for the use of this document]

OPERATIONS & MAINTENANCE INFORMATION

**1. Project Details:**

Project Title: ???

Project Address: ???

Client: ???

Our Contract Reference: ???

Document Version: 1.0 [show revisions/amendments]

Prepared By: [Name of Person Completing Form]

Date: [Date form prepared]

**2. Fencing System General Description:**

[Describe the fencing supplied: Specification, quantity, number and size of gates etc, e.g. 200 lineal meres of 2.4 metre high steel palisade fencing with 2 no. single leaf pedestrian gates and 1 no. double leaf vehicular gate]

**3. Product Specifications:**

[Describe the specification of the key components so that the client can identify them and buy spares]

Height: [height above ground]

Fence Posts: [What are the posts made of, section, finish, what spacings, what size foundations]

Rails: [What are the rails made of]

Pales: [What is the pale section, top, thickness, spacing]

Mesh: [Chainlink or weldmesh or other mesh specification, e.g. 50 x 50 x 3.55 mm]

Linewire: [e.g. 3.15 mm galvanised high-tensile linewires, 3 no.]

Fittings: [ditto and key fittings]

Kickboards: [ditto]

Mesh Panels: [200 x 50 x 868 mm Twin Wire]

Finish: [What finish, e.g. galvanised, galvanised and polyester coated]

**4. Manufacturers & Component Suppliers:**

[List the key components and their manufacturers]

**Weldmesh, Linewire, Fencing Clips:** [your supplier here: company name, town]

**Mesh Panels, Fence-posts, Gates:** [your supplier here: company name, town]

**Fence-posts, Gates:** [your supplier here: company name, town]

**Nuts, Bolts, Fittings:** [your supplier here: company name, town]

**5. Maintenance:**

Fencing:

* The entire fence should be visibly and physically inspected at least once per annum, and after exceptional weather or suspected vandal or other damage.
* Test the fence-posts for stability and alignment (Fence-posts installed in made-up ground, particularly during wet weather conditions during build-phase, may lean or drop slightly as the ground surrounding the post-foundations settles and dries out). Do not vigorously shake the posts, simply apply gentle pressure or visually inspect them for alignment.
* Touch up any surface chips to the colour coating. Touch-up paint should be a suitable exterior semi-gloss, of a matching colour (see above), stable and suitable for over-coating galvanised/polyester powder coated steel.
* Mesh to be checked for deformation and/or protruding/sharp wire ends following damage and degradation through regular ball impact or vandalism.
* Cut back (or weedkill etc) any undergrowth growing along/up the fencing, and any large overhanging branches (that may act as a climbing assist) along the fenceline.
* Bottom of fencing to be kept free from the build up of dirt, dust and debris.
  + - * All bolt nuts to be inspected at least bi-annually, and tightened/replaced if necessary (security bits available).
      * CAUTION – the fence is not designed to support any additional loads, e.g. additional netting, advertising hoarding, significant overgrowth, or to be climbed upon - any/all of which could lead to damage and/or failure, particularly in high winds.

Gates:

* The opening arc of the gate leaves to be cleared of any build up of debris, to ensure that they clear the ground in all areas.
* Gate drop-sockets to be cleaned out so that the drop bolts extend their full depth below ground.
* Note – double gates require only one drop-bolt in the closed position.
* Ensure the gate drop-bolts are placed back on their holding pins when not in use (so as not to cause ground/bolt damage through dragging).
* Gate leaves will settle and may slightly sag over time as the inbuilt stresses relieve themselves with use. This minor issue can be remedied by simply tightening the adjustable hinge eyebolts (with a large adjustable spanner) as necessary.
* The surface coating will wear on all moving parts through time, i.e. sliding latches, hinges, drop-bolts, etc. These should be touched up and lubricated periodically as necessary.
* Ensure that gates are closed and latched when not in use (to prevent swinging in the wind)

**6. COSHH:**

[List any COSHH considerations or if none “Following installation, there are no specific COSHH considerations for these products.”]

**7. Further Information:**

Please contact:

[Your Company Address & Contact Details]