

The Company

Harper Tether Associates is now in its fourteenth year of trading and produces a wide range of building services orientated health and safety files, operating and maintenance manuals and technical writing.

Kevin Harper, who trades as Harper Tether Associates, has twenty nine years of experience within the building services industry , having previously been employed by Consultants, national and international Contractors and a leading commissioning and trouble shooting specialist.



Operating and Maintenance Manuals

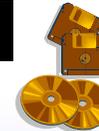
*OPERATING AND MAINTENANCE MANUAL
FOR THE
MECHANICAL, PLUMBING AND ELECTRICAL
SERVICES INSTALLATION
AT
AN OFFICE BLOCK
BIRMINGHAM*

*FINAL ISSUE - JULY 2003
VOLUME 1 OF 4*



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Paper Based Manuals

We produce operating and maintenance manuals for many aspects of the construction industry, including M&E services, building fabric, plant and equipment, etc. The manuals are written specifically to suit your requirements, with a draft format issue to allow you and / or the consultant to comment and approve prior to the final issue. The final issue is fully indexed and cross referenced, housed in PVC binders, with your details on the front and spine. Additionally, a disk copy (Word for Windows format) can be provided if you require. The manuals usually comprise the following sections:-

- * Introduction
- * Description of Systems
- * Health and Safety
- * General Operating and Emergency Procedures
- * Fault Finding
- * Preventive Maintenance Procedures
- * Recommended Spares
- * Description Of Equipment
- * Manufacturers Literature (can be provided by yourselves or we can source it or you).
- * Test certificates and commissioning information (provided by yourselves)
- * Record drawings (provided by yourselves)

Electronic Manuals

We have been producing E-Manual electronic operating and maintenance manuals since 1997.

Fully Computer Based - An E-Manual is not a disk containing a poor quality scanned copy of a traditional paper based manual, it is a fully computer based manual having a bespoke written "front end", complete with "live" cross referencing (hyperlinks) between sections, utilising electronic based original information wherever possible. An E-Manual is produced in Adobe Acrobat portable document (PDF) format which is used extensively throughout the world wide web (WWW) and the graphic design industry. Reading and navigation of the manuals is via the standard Adobe Acrobat PDF Reader.

Information rich - The information contained within an E-Manual is far more accessible than that in paper based manuals due to hyperlinking. Additionally, the benefits of todays' technology can be used to the full e.g. AutoCAD drawings can be read on screen with just a mouse click on a hyperlink WITHOUT having the AutoCAD program on the computer.

Easily Integrated - An E-Manual can be run on the same computer as a Windows based building management system due to its multi-tasking facility. Additionally, the **PDF format** means a small file size (approximately 40 to 50% of the space taken by a Word for Windows disk copy of a comparable conventional manual).

Easily Transportable - E-manuals are stored on CD-Roms or DVD-Roms that can be read by any computer.

Paper Saving - Individual pages can be printed out from an E-Manual as and when necessary.

Future Proof - Information can be added to an E-Manual as and when changes occur.

Document Co-ordination

We also provide a document co-ordination facility for major projects, whereby specifications for record documents covering all services, including specialist equipment, will be prepared, then the necessary documentation obtained, proof read (technically and grammatically), approved (or not) and collated into an overall documentation package.

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