

ASSET OWNER’S MANUAL

The purpose of this *Professional Services Guide* (PSG/15) is to provide guidance on meeting the requirements within the Transport Agency’s *Minimum Standard Z/15 - Asset Owner’s Manual* and completing the Asset Owner’s Manual (AOM) for the project. The draft AOM provided with the issue of the Practical Completion Certificate should be as informative and complete as practicably possible with only minor omissions to be completed at Practical Completion. The final AOM shall be provided within four weeks of the issue of the Practical Completion Certificate.

1. INTRODUCTION

The following table lists headings that can be selected and incorporated in to the AOM appropriate to the project. The list is not exhaustive or exclusive, and the Consultant is expected to consider all project-specific issues that may be relevant or stipulated in the scope of the physical works contract. References to “As-builts” below, please refer to *Professional Services Guide Delivery of As-builts* (PSG/9).

ATTRIBUTE	EXAMPLES OF INFORMATION REQUIREMENTS
Asset Information Systems	<ul style="list-style-type: none"> Confirmation that RAMM database has been updated ALL requirements for Location Referencing Management System (LRMS) completed (SM051)
Bridges	<ul style="list-style-type: none"> Bridge Data System structural Input Forms. As-builts. Detailed maintenance requirements.
Drainage	Maintenance requirements for fish passage.
Cycleway/Pedestrian Facilities (NZTA Owned Only)	Maintenance requirements.
Earthworks	Ongoing deformation, fill type.
Graffiti Guard	Ongoing operational requirements eg: <ul style="list-style-type: none"> Type of paint required eg zinc-based. Type of cleaning substance to be used.
Intelligent Traffic Systems (eg ATMS, Tolling, ATIS, VMS etc)	<ul style="list-style-type: none"> Variable Message Signs (electronic): <ul style="list-style-type: none"> Maintenance regime; Operation requirements (software etc); Renewal – how long will it last and when/how much to replace. Location of assets and services.

Landscaping	<ul style="list-style-type: none"> • Post construction maintenance requirements. • Replanting supplier contact details.
Landowners	<ul style="list-style-type: none"> • Land Entry Agreements. • Land occupied for the works (lease expiry). • Compensation requirements. • Licenses to occupy.
Legal Boundary – Draft NZTA Maintenance Boundary	<ul style="list-style-type: none"> • Final land settlement. • Designation confirmation requirements.
Motorway Alignment Geometrics	Geometric design as-builts.
Other Structures (eg Sign Gantries, Tunnels etc)	<ul style="list-style-type: none"> • As-builts. • Detailed maintenance requirements.
Pavements and Surfacing (Include PSF/3b)	<ul style="list-style-type: none"> • As-builts, particularly for alternative designs. • Details of pavement repairs. • Pavement marking details.
Proprietary Systems (Applicable to a particular asset eg Bridge Bearings, Expansion Joints)	<ul style="list-style-type: none"> • Design details. • Maintenance requirements.
Resource Consents (Ongoing) (include PSF/2a)	<ul style="list-style-type: none"> • Copies of all consents and conditions. • Rehabilitation requirements. • Expiry date. • Ongoing monitoring requirements eg frequency/ who performs the monitoring eg air quality, ecological, noise monitoring; water testing frequency and supplier contact details.
Retaining Walls Noise Walls	Detailed maintenance requirements to maintain noise barriers.
Road Safety Features (eg Road Safety Barrier Systems)	<ul style="list-style-type: none"> • Maintenance Requirements. • Operational and renewal requirements.
Roadside Facilities and	Maintenance requirements.

Furniture	Renewal requirements.
Roundabout/Traffic Islands	<ul style="list-style-type: none"> • Planting maintenance. • Sight line requirements.
Shoulders and Berms	Maintenance requirements.
Environmental and Social Management	Maintenance requirements of any sediment and erosion control structures
Stakeholders (other) with Ongoing Maintenance Responsibilities	Other stakeholders and their maintenance obligations.
Street Lighting	<ul style="list-style-type: none"> • Design lighting plan. • Maintenance requirements.
Stormwater Ponds, Treatments and Devices	<ul style="list-style-type: none"> • Vegetation maintenance requirements. • Contaminant disposal.
T.D.M. Systems	Operation and maintenance requirements for bus priority lanes, ramp signalling.
Traffic Signals	<ul style="list-style-type: none"> • Signal sequencing plan. • Detector maintenance requirements.
Utilities/Services	<ul style="list-style-type: none"> • List Service Providers and contact details. • Location of assets and services.
Other	