

Digital Handover for Asset Owners



Digital Handover: What it means for you.

As an Asset Owner you now have responsibility under the Building Safety Act (BSA) 2022 to digitise and effectively manage building information for every Higher-Risk Building (HRB) in your property portfolio, while keeping a Golden Thread of Information.

When relying on Contractors to deliver a Building Manual, the quality and completeness of information handed over to you is out your control. Any missing or incomplete information makes planning your maintenance regime challenging and can cause risk of non-compliance.

As the UK leader in digital handover for 25+ years, Zutec understand your building information needs, and why bringing the right information together the first time is vital. By specifying Zutec to your Contractors, we'll take the pain out of the process to deliver a complete and quality digital Building Manual that provides a single source of truth, and forms part of your golden thread of information.



What is Digital Handover?

Digital Handover is the process of delivering a complete and accurate set of as-built asset data from the Contractor to the building management team, to enable the efficient, effective and compliant operation and maintenance of the building.

It covers all the information required to manage an asset, and includes but is not limited to, O&M (Operations & Maintenance) Manuals, Health & Safety Files, Asset Registers, User Guides, Logbooks and Fire & Emergency Files (FEF). All this forms the Building Manual, and includes both contractual and statutory requirements.



What does Digital Handover achieve?

By collating data during construction, and storing as-built records in a single, shareable repository, delays can be avoided at the end of the project enabling efficient occupation of the building.

By specifying Zutec, you receive a single source of truth for your Digital Handover data, which is provided in the Zutec platform, ensuring you have the right information at the right time to effectively manage your building, and be BSA compliant.



Why specify Zutech?



Streamlining process for practical completion

We will provide a fully managed service to your Contractors for each live project to ensure your Building Manual is complete, accurate and easily accessible in one platform.

We'll streamline the process to ensure the quality and consistency of your data, bringing together everything from Health & Safety Files and digital O&Ms to COBie. This means your Building Manual is delivered on time in line with BSA requirements, reducing your risk of non-compliance from inconsistent data.

Whether you have new developments or require your data brought together for existing buildings, we can help you!

BOOK A DEMO

01

Standardisation

Using a tried & tested structure and templates, information delivery is standardised, meaning you get a consistent, smart set of building information at completion in the Zutech platform.

02

Trade management

We engage with trades early to get information on time for processing and categorisation in the Zutech platform. We add meta-data as we go to make information easily searchable.

03

Gap analysis

A visual dashboard provides understanding of what information is available at any given time. This helps manage the risk of missing or incomplete documents at key stages of delivery.

04

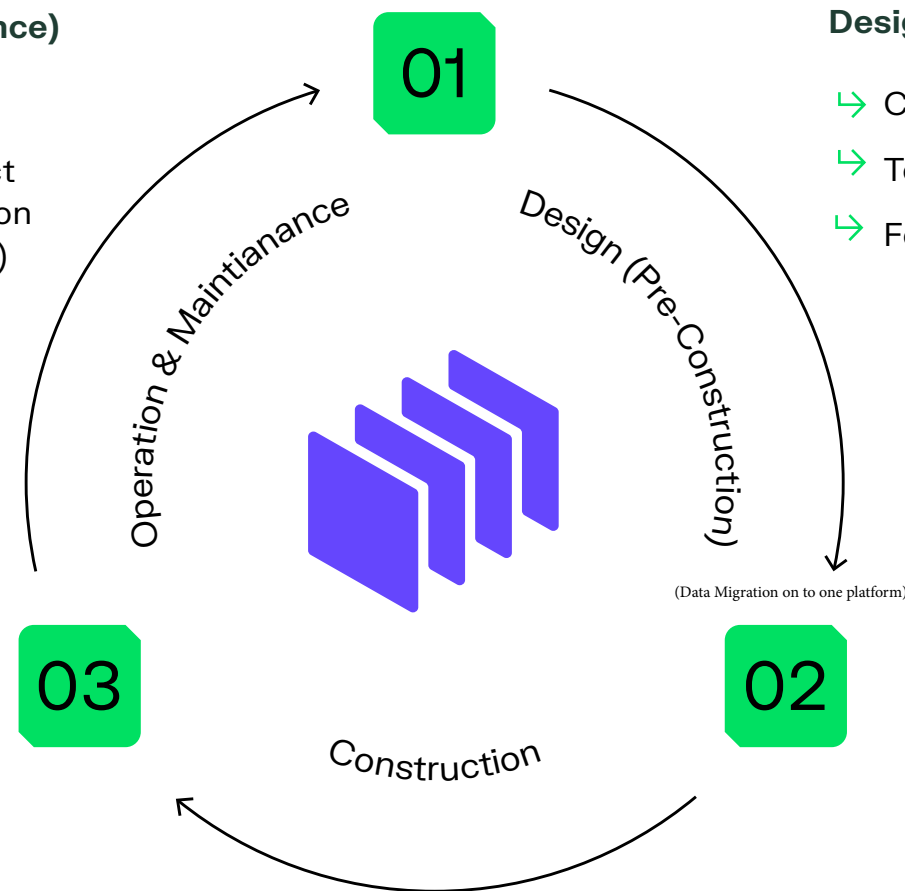
Hosting & training

We host and update your building manual in Zutech, assisting with effective building management and compliance at project completion. Training and support are provided, ensuring you can easily navigate your building data.

We do the legwork to support you at every stage of the lifecycle

In-Use (Operation & Maintenance)

- End user training
- Digitisation of historic project information (Data migration on to one platform - see page 7)



Design (Pre-Construction)

- Consultation on requirements
- Tender support & cost plan
- Formalised quality standards

Construction & Handover

- Total Contractor / Trade management
- Rigorous 3-stage QA review process
- Regular progress meetings / workshops
- One Dashboard: 24/7 visibility of project progress
- Technical authoring

TESTIMONIAL

“The safety and well-being of our customers is our top priority. To be able to guarantee this for all the homes we own, we need an accurate and complete set of data on handovers and assets. Working with Zutec has changed the process by adding structure and standardisation removing risk and improving compliance by making sure that everything is done the same way.”

EMMA BURTON

Assistant Director of Building Safety, Peabody



Core deliverables

- Building Manual and O&Ms
- CDM 2015 compliant Health & Safety File
- Fire Emergency File (Reg 38 compliance)
- BREEAM compliant Building User Guide
- CIBSE TM31 compliant Building Log Book

Asset Owner deliverables

- Project data hosting and aftercare

Structured data deliverables

- ISO 19650 BIM Compliance
- COBie



Why Asset Owners trust Zutec?

Because we deliver:

- **One Dashboard:** One visual index for building data visibility, sharability, project progression, viewing multiple projects, reporting, analysis, tracking changes and auditability.
- **Knowledge:** Our 25+ years' experience means we have the deepest industry knowledge and understand how to get the best results from your Contractors.
- **Communication:** We know how important it is to keep open lines of communication, and will keep you regularly updated on project progress.

To help you:

Manage Contractor relationships: We already work with leading Contractors on their Digital Handover, so know how they work and what is required to manage each project effectively.

Overcome data quality issues: We manage the end-to-end process so you can focus on what matters to your business with the peace of mind you will receive a quality Building Manual on every project/building every time.

Avoid missing information: We identify data gaps and fill them, so your data is always reliable and findable in one platform no matter what Contractor you work with.

Meet regulatory (BSA) compliance: With a comprehensive digital data set delivered in a dedicated platform, you can update, audit and share information to support BSA/other regulatory compliance supporting your Golden Thread.

Experience and expertise

Zutec are the experts in the built environment, having delivered over 4,500+ successful projects across 13,000+ buildings with solutions that support building information needs.

40,000+

active users

Certified

in both ISO 19650 and ISO 27001



70%

repeat customers

We manage our business based on trusted partnerships with transparency at our core:

You work with one provider and cloud-based platform for consistency across your asset/s.

With information in the cloud, we can provide access across all relevant stakeholders.

Data is stored in a ISO 27001 certified platform so information is always safe and secure.

Powerful search means you can easily find information anytime

All projects are delivered as per our SLA and your data requirements.

We apply bi-directional feedback principles across communications, pipeline updates, training and support.

Next steps in Building Safety Act compliance



In-Use Building Data Migration

With Zutech you can digitise existing, incomplete or disorganised building information for in-use buildings, as well as those requiring tenant fit-out or refurbishment works.

Our standardised template is designed to meet Building Safety Act requirements, structuring your asset information onto one platform, reducing the risk of non-compliance.

Key features include:

- ↳ Fully managed data migration and gap analysis
- ↳ Real-time dashboard and analytics
- ↳ Standard building information template
- ↳ Indexing and structuring
- ↳ Relevant meta-data added to drive search filters
- ↳ Compliance tracking and auditability
- ↳ Information sharing and collaboration



Golden Thread CDE: Building Risk Assessment

Effective risk assessment management is crucial for building safety, especially for those accountable for high-rise buildings under the Building Safety Act.

Manual and fragmented processes could lead to potential hazards and non-compliance.

With Zutech's Golden Thread CDE: Building Risk Assessment Management solution, you can identify, understand and manage risks more easily, demonstrate emergency preparedness, perform fire door audits, and ensure occupant and property safety — all in line with the Hazard Identification (HAZID) process on one platform.

Key features include:

- ↳ Digitised inspections on mobile
- ↳ Photographic evidence and audit trail
- ↳ Real-time monitoring and alerts
- ↳ Standardised risk assessment protocols
- ↳ Dashboard and analytics including HAZID

BOOK A DEMO TODAY

Don't get caught up in siloed systems and information. Put all your building information on one platform.

BOOK A DEMO





TESTIMONIAL

“Zutec had good communication throughout the project. Providing common access to their online platform benefited the client and project team.”

