



PROJECT & MAINTENANCE GUIDES / OCTOBER 2026

Better briefs. Better handovers.

Practical briefs for BIM coordination, ETAP power studies, project planning, handover and equipment service enquiries.



Clear questions. Better conversations.

Explore the full bilingual collection online.

Start with the model. Define the study.

Use these questions to prepare a BIM, engineering design or ETAP power-study enquiry.

BIM coordination

Share the project stage, architectural/structural/MEP models, available drawings and known interface issues. Agree the model detail, exchange formats, clash-review process and required drawings.

ETAP power system studies

Share the single-line diagram, voltage levels, source/fault data, equipment ratings, load schedules, protection settings and operating scenarios. Identify missing or unverified data.

Agree the deliverables

Define the model or calculation scope, report and drawing formats, assumptions, review responsibilities and revision controls. Confirm competent resources and licensed tools for the assignment.

Plan the interfaces

Identify authority or client submissions, design decisions, commissioning interfaces and any separately authorised site work. Keep study recommendations distinct from permission to alter live systems.

Explore engineering solutions: modern-qa.com/engineering.html

Protect your budget before the first quotation

A clear brief makes quotations easier to compare and changes easier to manage.



Define the result

Write down what the space must do, the rooms or items included and the finish level you expect. Separate essential needs from optional improvements.

Compare the same scope

Ask each bidder to identify inclusions, exclusions, assumptions and supply responsibilities. A lower headline price may cover a different scope.

Make changes visible

Before instructing a change, agree its scope, cost and programme implications through the project's approval process. Keep a simple decision record.

Start the conversation prepared

Share photos, available drawings, the location and your priorities with our team. A site review can help clarify unknowns before a detailed offer.

Further reading: [RICS — establishing a clear project brief](#)

A finished space should arrive with a useful handover

The finish matters. So do the records that help you operate and maintain it.



Agree the deliverables early

Identify the drawings, equipment information, inspection records and warranties required for your particular scope. Assign responsibility for collecting them during the work.

Close the outstanding items

Walk through the work together. Record remaining items, who will resolve them and the agreed completion dates. Keep commissioning and testing records where applicable.

Help the operator take over

Explain relevant controls, access arrangements and maintenance contacts. Hand over manuals in an organised format rather than a collection of unexplained files.

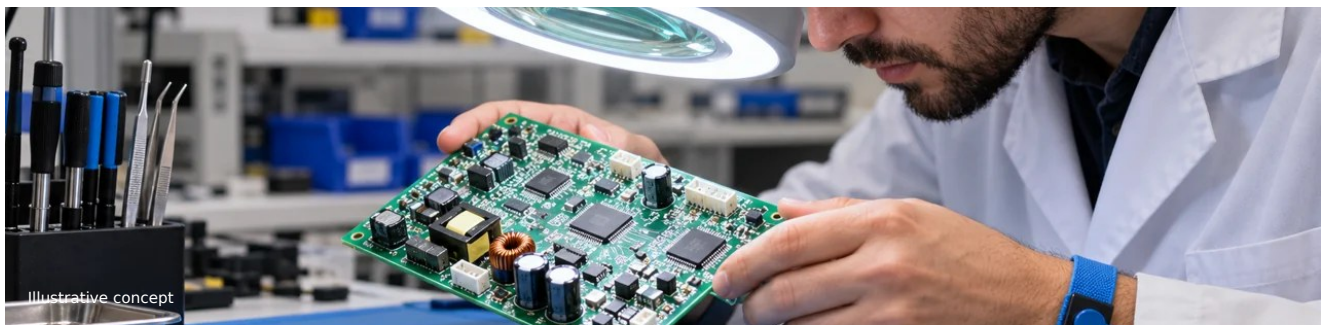
Keep the scope specific

A clinic, office and villa need different records. Agree the package with the client and appointed specialists, including applicable local requirements.

Further reading: [CIBSE — commissioning management and handover](#)

PCB repair enquiries: start with the device, not just the board

Good identification and service history help define a responsible assessment.



Identify the equipment

Provide the manufacturer, model, asset or serial number and a description of the fault. Photos of external labels and previous service records can help clarify an enquiry.

Agree the assessment scope

A board fault does not describe the whole device. Confirm documentation, parts availability and who is authorised and competent to assess the equipment.

Record the outcome

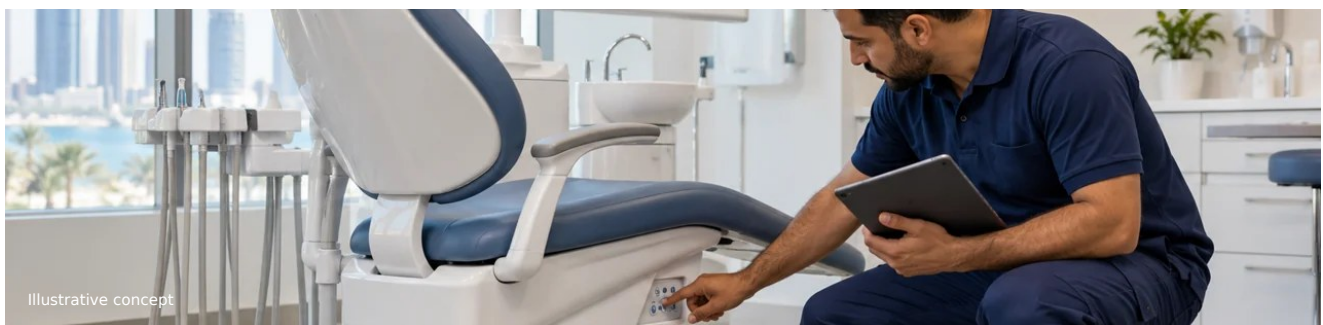
Keep findings, work performed and relevant checks with the equipment record. Repair alone does not establish fitness for clinical use; follow the manufacturer's instructions and the facility's release process.

Our clinical engineering service is in development; availability is subject to applicable licensing and approvals. This is an enquiry guide, not repair instructions.

Further reading: [WHO — medical device inventory and maintenance management](#)

Dental chair maintenance: what to include in your service request

A useful request helps the service team prepare for the right equipment and fault.



Describe what changed

Share the chair make and model, the reported symptom and when it occurs. Note previous repairs and available service documents without including patient information.

Plan the visit

Confirm site access, clinic contact and a suitable service window. Ask the service provider to confirm competence, parts and the proposed scope before attendance.

Close the record

Retain the work report and applicable inspection results. Return to use follows the manufacturer's requirements and the clinic's authorised process, rather than a visual check alone.

Dental equipment support is part of our developing clinical engineering service and remains subject to applicable licensing and approvals. Ask us about current availability.

Further reading: [WHO — medical equipment maintenance programme overview](#)

Bring us your idea. We will help define it.

Start with your location, photos, available drawings and the result you need. Our team can discuss scope, site conditions and the next practical step.

MEET SYNO

Your project, connected.

Our illustrated digital company guide helps you find services, project records and contact options. For project-specific advice, speak to our team.



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General planning information, not project design, regulatory approval or repair instructions. Confirm local requirements and the agreed service scope with qualified specialists. Clinical engineering services remain in development, subject to applicable licensing and approvals.