

## BUILDING LOG BOOK AND CONSERVATION PROGRAMME

Abstract: DECREE 206/1992, September 1st, which regulates the Building Log Book (Llibre de l'Edifici, DOGC num. 1654, October 7th, 1992), and the State's Revision on the Conservation of Housing Program is created.

### 1. Aim.

The aim of this Decree is to establish planning and promotion measures to determine the conservation status of existing buildings and to ease the fulfilment of the conservation obligations established by current legislation, as well as, for the same purpose, to establish collaboration mechanisms between administrations and professional organizations.

### 2. Building Log Book.

The Building Log Book is the document that certifies the building's main characteristics, its state of conservation and provides instructions for use and a maintenance plan.

The aim of this document is to ensure that its owners or users are aware of its physical and legal characteristics. This document is vital in order to achieve the lifespan for which it was designed, while at the same time providing guidelines for its correct conservation, use, and maintenance. It is also a record of the management and mandatory periodic technical controls. [ITE technical report and Certificate of suitability.](#)

### 3. Buildings which must have the Building Log Book and Maintenance Programme.

With the introduction of Law 38/1999 on Building Regulations (LOE) and Royal Decree 314/2006 approving the Technical Building Code (CTE), the obligation to provide the purchaser - whether in horizontal or vertical property - with the Building Log Book and Maintenance Programme has been extended to all new buildings and those undergoing comprehensive renovation, both inside and outside Catalonia.

Integral refurbishment is defined as: works of extension, modification, reform, or refurbishment that alter the architectural configuration of the buildings as a total or partial intervention. That vary partially or totally the configuration of the general external composition, or that aim to change the specific uses of the building.

### 4. Contents of the Building Log Book.

The Building Log Book will consist of the following documents:

#### a. Record book, which must consist of these chapters:

- Initial data on the building.
- Incident record.
- Maintenance and repair operations record.

#### b. Document of technical specifications of the building (DET), signed by the competent technician and which must include these points:

- Description.

- Drawings to scale, at least 1:100 scale, of the plans, elevations, and sections of the building's final state.
  - Foundation and structural plans, at least to scale 1:100, with the corresponding construction details.
  - Diagrams of the main materials and solutions used in the networks and safety systems' construction.
  - Maintenance plan. Instructions for use and maintenance of the building.
- c. Document archive. It will consist of these documents:
- Licences that cover the construction of the building and those that authorize the general occupation of the dwelling and the operation of common installations, specifying the date of their granting or application.
  - Certificate of completion of the construction work.
  - Public deed of declaration of new construction.
  - Documents certifying the guarantee provided by the promoter.
  - Documents of the guarantee of the installations of the common parts of the building.
  - Insurance policies.
  - Deed of division in horizontal ownership and the statutes of the community of owners, if required.
  - Certificates of special legal status declaration, if required.
  - Documents stating the actual charges existing in the building, if required.
  - Documents complementing the data included in the register.
  - Documents accrediting the grants and benefits awarded to the building.
  - Documents justifying the carrying out of repair, maintenance, and rehabilitation operations of an obligatory nature.

## COLLABORATION AGREEMENT

Construcció i Control S.L.P. has studied three different types of collaboration agreements in order to provide the owner or community with an adequate service so they can answer their doubts when it comes to the compliance of Decree 206/1992 of September 1<sup>st</sup>, which regulates the Building Log Book.

**PROPOSAL I:** New construction and/or comprehensive refurbishment. Building Log Book and Maintenance Programme.

1. Audit of the documentation of the Building Book and Maintenance Programme, drafted by the Project Management of the works.
  - a. Record book.
  - b. Document of Technical Specifications of the building (DET).
  - c. Archive of documents.
2. Report of non-conformities, recommendations, examinations and extension, if required, of the Building Log Book and the Preventive Maintenance Programme.
3. Correction and final positive audit report.

**PROPOSAL II:** Buildings **with** Building Log Book and Maintenance Programme. Annual inspection.

1. Analysis of the results of the Maintenance Programme carried out.
2. Review of the building, evaluation, technical proposal and planning of the Maintenance Plan. Proposal of annual economic programming.
3. Updating of the Building Log Book. Analysis and modifications.
  - a. Record book.
  - b. Document of Technical Specifications of the building (DET).
  - c. Archive of documents.
4. 10-year programming for the Technical Inspection of Buildings, ITE.

**PROPOSAL III:** Buildings **without** the Building Log Book nor the Maintenance Programme. Annual inspection.

1. Analysis of the results of the Maintenance Programme carried out.
2. Review of the building, evaluation, technical proposal and planning of the Maintenance Plan. Proposal of annual economic programming.
3. Drafting of the Preventive Maintenance Plan.
4. Record of incidents and maintenance and repair operations.
5. Archive of documents.
6. 10-year programming for the Technical Inspection of Buildings, ITE.