

Residential New Builds and Refurbishments

Ellmer Construction has an outstanding reputation in the field of residential new build and refurbishment. From luxury houses to a range of apartment buildings, Ellmer operates in prestigious locations in and around London.

COGNICA was appointed on the projects below by Ellmer Construction to manage the collation and collection of project information from the consultants design team and sub-contractors to produce Operation & Maintenance Manuals, Health & Safety Files and Tenants Handbooks.

- The Ink Building
- Cornwall House
- Middlesex Street
- Belgrave Place
- The Old Garden



Management, collation and delivery of Health and Safety Files, O&M Manual and Tenants Handbooks.

Using **Matrix**, a web based tool, COGNICA effectively managed and organised the information collected from the supply chain for each project. The entire supply chain was given secure access to the project website and was able to upload the information they were responsible for providing. The Ellmer project team members were also given access to **Matrix**, allowing them to have full visibility of the data collection on all relevant projects, to review and monitor progress.

A COGNICA project manager was assigned to each project to provide a smooth delivery. The efficient project management, facilitated by COGNICA's **Matrix** system, ensured that all the necessary documentation for each project was collated and delivered on time, ready for project hand-over.

COGNICA delivered the collated information for the Operation & Maintenance Manuals and Health & Safety Files via NaviGo Lite, an interactive electronic manual, along with print ready PDF copies of the documentation to allow the user to print selected content for local use. The Tenant's Handbooks for each project were printed and delivered in 25mm folders.

As a result of the success of the projects, COGNICA is now regularly engaged by Ellmer to manage and deliver project information. More recent projects awarded include; Christmas Cottage, Fitzroy Farm, Cambridge Gate and Charles Street.

