

Project Handover Checklist

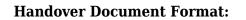
Automated Form Number	□ Template Library-Example Template Project-Example Team-OP-COM-0037-1	
Project Name	Camden Road Upgrade	
Project Reference	PJ-CRU-001	
Project Handover Checklist Prepared by	Dave Hodgson	
Date	Tuesday, 12 March 2019	

Handover Checklist

	nandover Checkinst		
Hand over	Keys, fobs and transmitter controls for the development	Yes	Comments:
Hand over	The health and safety file	Yes	Comments: Health and safety file has been checked by a third party auditor as well
Hand over	The draft building owner's manual	Yers	Comments:
Hand over	The building log book	Yes	Comments:
Hand over	A building user's guide	MA	Comments: Not required
Hand over	Up to date testing and commissioning data	Yes	Comments: Quality testing including ITP's up to date
Hand over	All certificates and warranties in respect of the works	Yes	Comments:
Hand over	As-built drawings from consultants and specialist suppliers and contractors (or as manufactured and installed) or an as-constructed building information model	Yes	Comments:
Hand over	Copies of statutory approvals, waivers, consents and conditions	Yes	Comments:
Hand over	Equipment test certificates for lifts, escalators, lifting equipment, cradle systems, boilers and pressure vessels	Yes	Comments: Provided by manufacturers and experts and combined together
Hand over	Licences such as licences to store chemicals and gases and to extract groundwater from an artesian well	Yers	Commonts:
Hand over	A defects reporting procedure should be agreed	Yes	Comments: Defect reporting schedule has been agreed to, as well as rectification schedule is required
Hand over	Access arrangements arranged for the contractor to remedy defects	Yers.	Comments:

Handover Document Format

C Cleary



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