

Project Handover Checklist

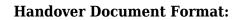
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|---|--|--|
| Project Name | Camden Road Upgrade | |
| Project Reference | PJ-CRU-001 | |
| Project Handover Checklist Prepared by | Dave Hodgson | |
| Date | Tuesday, 12 March 2019 | |

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

Ahmar Mahboob, Aurelie Mallet, Lee Cheng Koay



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