

Project Handover Checklist

Automated Form Number ☐ Template Library-Example Template Project-Example Team-DP-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

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	Yes	Comments:
Hand over	The building log book	Yes	Comments:
Hand over	A building user's guide	NA	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	Yes	Comments:
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	Yes	Comments:

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RS Peters



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Table of Contents Handover Document Template

1. Understanding the eBook Handover Document Template
 - The Rise of Digital Reading Handover Document Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Handover Document Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Handover Document Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Handover Document Template
 - Personalized Recommendations
 - Handover Document Template User Reviews and Ratings
 - Handover Document Template and Bestseller Lists
5. Accessing Handover Document Template Free and Paid eBooks

- Handover Document Template Public Domain eBooks
- Handover Document Template eBook Subscription Services
- Handover Document Template Budget-Friendly Options
- 6. Navigating Handover Document Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Handover Document Template Compatibility with Devices
 - Handover Document Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Handover Document Template
 - Highlighting and Note-Taking Handover Document Template
 - Interactive Elements Handover Document Template
- 8. Staying Engaged with Handover Document Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Handover Document Template
- 9. Balancing eBooks and Physical Books Handover Document Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Handover Document Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Handover Document Template
 - Setting Reading Goals Handover Document Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Handover Document Template
 - Fact-Checking eBook Content of Handover Document Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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