

# 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	<b>Comments:</b>
Hand over	The health and safety file	Yes	<b>Comments:</b> Health and safety file has been checked by a third party auditor as well
Hand over	The draft building owner's manual	Yes	<b>Comments:</b>
Hand over	The building log book	Yes	<b>Comments:</b>
Hand over	A building user's guide	NA	<b>Comments:</b> Not required
Hand over	Up to date testing and commissioning data	Yes	<b>Comments:</b> Quality testing including ITP's up to date
Hand over	All certificates and warranties in respect of the works	Yes	<b>Comments:</b>
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	<b>Comments:</b>
Hand over	Copies of statutory approvals, waivers, consents and conditions	Yes	<b>Comments:</b>
Hand over	Equipment test certificates for lifts, escalators, lifting equipment, cradle systems, boilers and pressure vessels	Yes	<b>Comments:</b> 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	<b>Comments:</b>
Hand over	A defects reporting procedure should be agreed	Yes	<b>Comments:</b> 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	<b>Comments:</b>

# Handover Document Template

**Chris J Collison, Paul J Corney, Patricia  
Lee Eng**



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