



Organisation: Template Library
Project: Example Template Project
Team: Example Team

Template ID: DP-COM-0037
Template Version: 2 **Form Version:** 2
Form created: Tuesday, 12 March 2019, 10:24:10 am

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

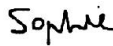
Handover Checklist

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:



Organisation: Template Library
Project: Example Template Project
Team: Example Team

Template ID: DP-COM-0037
Template Version: 2 **Form Version:** 2
Form created: Tuesday, 12 March 2019, 10:24:10 am

Hand over	Contractor's insurance cover ceases upon practical completion. Has a new policy for full cover been put in place?	Yes	Comments: New insurance coverage for defect and defect rectification period
Hand over	Client's own security arrangements been implemented	No	Comments: Not fully arranged yet. Will be completed by tomorrow and checked before final handover
Hand over	As the client's facilities management team takes over the running of plant and equipment, meters and fuel have been checked and recorded and tools and spares issued or sourced	Yes	Comments:
Hand over	Legal agreements such as adoption of roads or lease agreements have been signed	Yes	Comments:
Hand over	Outsourced contracts for maintenance have been signed	Yes	Comments:
Signature of Preparer		Dave Hodgson, Tuesday, 12 March 2019, 10:32:55 am	
Signature of Client		Sophie Turner, DBG Properties, Tuesday, 12 March 2019, 10:33:20 am	