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| --- | --- |
| Project title |  |
| Name of Building |  |
| Description of works |  |
| Project Reference Number |  |
| Date for Practical Completion |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Document | Req’d | Checked/approved by Project Manager | Received by Project Director | | Received by Maintenance |
| Handover inspection/meeting arranged with contractor/key consultants and Maintenance representative | Y |  |  | |  |
| Snagging list agreed | Y |  |  | |  |
| As built drawings received to be forwarded to Space Planning Surveyor. | Y |  |  | |  |
| As installed drawings mechanical | Y |  |  | |  |
| As installed drawings electrical | Y |  |  | |  |
| Electrical test certificate | Y |  |  | |  |
| Fire alarm certificate | Y |  |  | |  |
| Intruder alarm installed and tested | Y |  |  | |  |
| Emergency lighting certificate | Y |  |  | |  |
| Chlorination test certificate | Y |  |  | |  |
| Confirm that document box is installed below fire alarm panel | Y |  |  | |  |
| Fire notices installed | Y |  |  | |  |
| Gas test certificate | Y |  |  | |  |
| Operating/Maintenance Manuals provided  Building  Electrical  Mechanical | Y  Y  Y |  |  | |  |
| Handover certificate |  |  |  | |  |
| Health and Safety file received |  |  |  | |  |
| Building Regulation Approval Certificate received |  |  |  | |  |
| Confirmation that planning conditions have been discharge |  |  |  | |  |
| Prior to completion liaise with Interior Solutions if appropriate |  |  |  | |  |
| Furniture/carpets and signage in place |  |  |  | |  |
| Door entry system operational |  |  |  | |  |
| External lighting |  |  |  |  | |
| CCTV |  |  |  |  | |
| Security notified |  |  |  |  | |
| ICT systems operational |  |  |  |  | |
| Practical completion certificate available for issue |  |  |  |  | |
| Suited keys installed or arrangements made to install new locks. Note up to 3 months notice required for delivery of suited locks |  |  |  |  | |
| Notify the following that the building is due for completion:   * Insurance Officer * Head of Security * Head of Cleaning and Portering * Fire Safety Officer * Client contact officer * ICT Services |  |  |  |  | |
| Arrangements made to induct the building users in respect of key features of the building and its operation |  |  |  |  | |
| Arrangements made to explain key features of the building to the Maintenance Team. Note this could be undertaken as work proceeds. However, arrange Maintenance representation at the final hand over meeting. |  |  |  |  | |