

## Project Handover Checklist & Client Acceptance Document

<b>Project Name</b>	
<b>Project Ref:</b>	
<b>Prepared By</b>	
<b>Revision</b>	
<b>Date</b>	

### Handover Checklist

	Item	Responsible for Acceptance	Work acceptable for sign off	Outstanding Items	Notes
1	<b>Building fabric and construction</b>				
1.1	Structure				
1.2	Fabric				
1.3	Fittings				
1.4	Windows				
1.5	Other				

2	<b>Mechanical Services</b>				
2.1	Gas Installations				
2.2	Heating				
2.3	Water distribution / LA				
2.4	Mechanical ventilation and Air Conditioning Plant				
2.5	Lifts				
2.6	BMS & AMR				
2.7	Labelling				
2.8	Service Contracts				

2.9	Other				
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<b>3</b>	<b>Electrical Services</b>				
3.1	Electrical Cabling				
3.2	Lighting				
3.3	Emergency Lighting				
3.4	Data Cabling				
3.5	Wireless Data				
3.6	AV				
3.7	CCTV				
3.8	Intruder Alarm				
3.9	Fire Alarm				
3.10	Access Control				
3.11	BMS				
3.12	Labelling				
3.13	Service Contracts				
3.14	Lightning Protection				
3.15	Other				

<b>4</b>	<b>Fire Safety</b>				
4.1	Fire Strategy				
4.2	Fire Alarm				
4.3	Fire Appliances				
4.4	Passive Fire Protection				
4.5	Ironmongery				
4.6	Service Contracts				
4.7	Other				

<b>5</b>	<b>Security</b>				
5.1	Intruder Alarm				
5.2	CCTV				
5.3	Key Schedule				

5.4	Services Contracts				
5.5	Other				

**Building Operation Manual and Health and Safety File Checklist**

<b>BASIC INFORMATION</b>	
General Description of the works	
Contract Details	
Designers (Architects / Engineers etc.)	
Main Contractor and specialist Sub-contractors	
Directory of manufacturers and key suppliers	
<b>CERTIFICATES AND APPROVALS</b>	
Planning Approval	
Building Regulations Compliance Certificates	
Water Bylaws Compliance Certificate	
NRA Discharge Consents	
Structural Calculations Certificate	
Hand-over Certificate	
Completion Certificate	
<b>BUILDING FABRIC AND CONSTRUCTION</b>	
Structural Data Summary sheets	
Schedule of Principal Materials	
Notice of Restrictions on Use	
Schedule of as-built drawings and specifications	
Schedule of calculations	
Schedule of information not included in H&S file	
Copies of documents scheduled above	
<b>SERVICES, PLANT AND EQUIPMENT</b>	
Schedule of as-installed drawings and specifications	
Schedule of information not included in H&S file	
Copies of documents as scheduled above	
Schedule of Plant and Equipment	

<b>TEST CERTIFICATES</b>	
PHE installations	
Electrical Installations – Internal	
Electrical Installations – External	
Gas Installations – Internal	
Gas Installations – External	
Cranes, hoists, lifting beams etc.	
Lifts (passenger & goods)	
Safety ring bolts	
Boilers & pressure vessels	
Mechanical ventilation or Air Conditioning plant	
Internal heating installations	
External Heating Mains	
Other plant/installations as appropriate	
<b>FIRE, HEALTH &amp; SAFETY</b>	
Schedule of Fire Appliances	
Schedule of Fire risks	
Schedule of potential hazards	
Schedule of hazardous substances (if Applicable)	
Updated asbestos information (If Applicable)	
Fire Officer's Report	
Statement of fire/safety compliance	
<b>MISCELLANEOUS</b>	
Schedule of keys and security devices	
Waste disposal records	

Literature, maintenance and operating instructions	
Spares list	
Planned Maintenance Documents	
Building Regulations relaxation's or dispensations	

**Confirmation of Acceptance by Client**

Signed:	Position:
Name:	On behalf of: <b>BU Estates Development</b>
Date:	

Signed:	Position:
Name:	On behalf of: <b>BU Hard FM</b>
Date:	

Signed:	Position:
Name:	On behalf of: <b>BU Soft FM</b>
Date:	

Signed:	Position:
Name:	On behalf of: <b>BU Energy Team</b>
Date:	

Signed:	Position:
Name:	On behalf of: <b>End User</b>
Date:	

Signed:	Position:
Name:	On behalf of:
Date:	