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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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Didier Musso

Example Project Handover Document Template:

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