

# Project Handover Checklist

<b>Automated Form Number</b>	<input type="checkbox"/> Template Library-Example Template Project-Example Team-DP-COM-0037-1
<b>Project Name</b>	Camden Road Upgrade
<b>Project Reference</b>	PJ-CRU-001
<b>Project Handover Checklist Prepared by</b>	Dave Hodgson
<b>Date</b>	Tuesday, 12 March 2019

## Handover Checklist

<b>Hand over</b>	Keys, fobs and transmitter controls for the development	Yes	<b>Comments:</b>
<b>Hand over</b>	The health and safety file	Yes	<b>Comments:</b> Health and safety file has been checked by a third party auditor as well
<b>Hand over</b>	The draft building owner's manual	Yes	<b>Comments:</b>
<b>Hand over</b>	The building log book	Yes	<b>Comments:</b>
<b>Hand over</b>	A building user's guide	NA	<b>Comments:</b> Not required
<b>Hand over</b>	Up to date testing and commissioning data	Yes	<b>Comments:</b> Quality testing including ITP's up to date
<b>Hand over</b>	All certificates and warranties in respect of the works	Yes	<b>Comments:</b>
<b>Hand over</b>	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>
<b>Hand over</b>	Copies of statutory approvals, waivers, consents and conditions	Yes	<b>Comments:</b>
<b>Hand over</b>	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
<b>Hand over</b>	Licences such as licences to store chemicals and gases and to extract groundwater from an artesian well	Yes	<b>Comments:</b>
<b>Hand over</b>	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
<b>Hand over</b>	Access arrangements arranged for the contractor to remedy defects	Yes	<b>Comments:</b>

# Example Project Handover Document Template

**Rosina Ehmann**



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