

DRAFT PRACTICAL COMPLETION HANDOVER CHECKLIST

PROJECT: Project Castle Phase 1 **REF:** 20.1734
EMPLOYER: Cherwell District Council **DATE:** TBC
CONTRACTOR: TBC

General				
Item:	Who:	Due:	Completed	PC Check:
Building Works Practically Complete.		PC		
Full uninterrupted access to and use of site and building.		PC		
Cleaning satisfactorily completed.		PC		
All debris and surplus materials removed from site. Any permitted remaining materials neatly stacked in an agreed location.		PC		

Testing, Commissioning and Certification				
Item:	Who:	Due:	Completed	PC Check:
Chlorination certificate for new water installations.		PC		
Access control commissioning and certification.		PC		
Supply authority certification for new MCWS connection.		PC		
Decommissioning and disposal certification for the rooftop		PC		
Air conditioning and mechanical ventilation certification.		PC		
New sprinkler supply design and certification.		PC		
Electrical certification from the supply authorities.		PC		
Lighting and emergency lighting calculations.		PC		
Emergency lighting certification.		PC		
Fire alarm certification.		PC		
Electrical commissioning and general electrical installation		PC		
		PC		

Keys, Security & Safety				
Item:	Who:	Due:	Completed	PC Check:
Site perimeter complete and secure.		PC		
Building perimeter secure (external doors complete and locked or lockable)		PC		
Fire escape stairs and doors complete, clear and working.		PC		
All keys available, tagged and in key-box for handover.		PC		
Key Schedule completed and checked.		PC		

Statutory				
Item:	Who:	Due:	Completed	PC Check:
Schedule and Evidence of Planning Condition Discharges.		PC		
Building Regulations Completion Certificate.		PC		
Updated Asbestos Report and Consignment Notices, Clearance and Re-occupation Certificates.		PC		
Energy Performance Certificate.		PC		

Operational				
Item:	Who:	Due:	Completed	PC Check:
H&S File.		PC		
O&M Manuals.		PC		
Product warranties.				

Training Schedule.		PC		
Schedule of Meter Readings.		PC		

Outstanding Works and Defects				
Item:	Who:	Due:	Completed	PC Check:
All works complete save for minor defects and outstanding works.		PC		
Schedule of minor defects and outstanding works.		PC		
Programme for completion of outstanding works/defects.		PC		
Plan in place for removal of Contractor's site compound, welfare, office etc and making good thereafter.		PC		
Agreed schedule of dates for follow up inspections.		PC		
Agreed date for end of Rectification Period Inspection.		PC		

Design Compliance Statements				
Item:	Who:	Due:	Completed	PC Check:
Bennett Williams compliance statement.		PC		
GBS Architects compliance statement.		PC		
Structural Engineers compliance statement.		PC		

Warranties				
Item:	Who:	Due:	Completed	PC Check:
Confirmation from Employer's Solicitor of Completed Warranties:		PC		
Main Contractor	TBC	PC		
Sub-Contractors	TBC	PC		