

Date

## Project Handover Report – School Capital Project

### PROJECT DETAILS

<b>SCHOOL:</b>	
<b>PROJECT:</b>	
<b>INSPECTION DATE:</b>	<b>WORKS COMPLETED:</b>
<b>SCHOOL PROPOSED COMPLETION DATE</b>	
<b>ACTUAL COMPLETION DATE</b>	

### COMPLETION REQUIREMENTS

	YES	NO
Work has been completed in accordance with the Contract Information / Quote	<input type="checkbox"/>	<input type="checkbox"/>
Completed project is defect free in accordance with Contract Information / Quote	<input type="checkbox"/>	<input type="checkbox"/>
Contractor has made good the site and surroundings	<input type="checkbox"/>	<input type="checkbox"/>
Are the facilities/ spaces/works ready for occupation?	<input type="checkbox"/>	<input type="checkbox"/>

### PROJECT DOCUMENTATION

(Documents are required prior to completion in accordance with the Contract Information)

#### Documents Received

	YES	NO	N/A
Work as Executed Drawings (.PDF & CAD file format)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation and Maintenance Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Certificates and Warranties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMU Required to Update RPM – LCC Database?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMU Required to Update other Departmental Systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Register of Completed Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### NOTES – Rectification Works Required

Works Completed Accepted Date:

### SIGNED

<b>SCHOOL PRINCIPAL:</b>	<b>AMU REPRESENTATIVE:</b>	<b>P&amp;C REPRESENTATIVE:</b>
<b>DATE:</b>	<b>DATE:</b>	<b>DATE:</b>