**Date:**

**Project manager:**

**Project:**

| Complete | Description | Application | Notes |
| --- | --- | --- | --- |
| Handover |
|[ ]  Has the facilities manager been informed of the start date and end date of the defects liability period (DLP)? |  |  |
|[ ]  Has the contractor an agreed list of defects to be rectified during the DLP?Has the facilities manager been provided a copy of the defects list which has agreed timings? |  |  |
|[ ]  Has the contractor provided an agreed DLP management procedure , maintenance plan, defects list & rectification schedule? |  |  |
|[ ]  Does the facilities manager require any training in order to maintain the building appropriately?  |  |  |
|[ ]  Have new assets (if any) been registered in accordance with facility management requirements? |  |  |
|[ ]  Have all keys been handed over to the facilities maintenance team and labelled correctly? |  |  |
|[ ]  Are the following requirements of the certificate of occupancy (which enable the building to be occupied) established:* Fire Wardens are nominated and trained;
* Evacuation muster points are agreed and evacuation plans erected in building; and
* Essential services maintenance is scheduled and managed.

Has the facilities manager been briefed on the above? | Mandatory compliance requirement |  |
|[ ]  Have all spare items been handed over to the facilities manager? Where are these being stored? |  |  |
|[ ]  Has the relevant information been handed over to the facilities manager of all fire penetrations identified and registered as per AS1851? | Mandatory compliance requirement |  |
|[ ]  Has the project manager (or equivalent) issued formal advice to your organisation which transfers control of and responsibility for the site and building(s) from the contractor to your organisation? (This advises your organisation to activate any insurance covering the works.) |  |  |
|[ ]  Has the relevant information been handed over to the facilities manager of all maintainable fire rated barriers (i.e. fire/smoke dampers, fire doors, fire spray and partitions) accessible for visual inspection? |  |  |
|  |
| Operation and Maintenance Manual |
|[ ]  Have operations and maintenance (O&M) manuals been handed over to the facilities manager? Do these manuals contain a list of subcontractors and suppliers with contact details?Does the facilities manager understands where and how to access the O&M information? |  |  |
|[ ]  Has the facilities manager been briefed on what warranties and guarantees are provided under the contract?(Review all warranties and guarantees, including full information on warranty status, terms and contact information.) |  |  |
|[ ]  Were all complete as-built drawings provided at practical completion?If not, is there agreement as to who is responsible for obtaining all outstanding as-built information from the contractor, and when?(As-built drawings may not be 100% available at practical completion.Ensure the facilities manager is briefed on the timing of as-built drawings and what as-built drawings will be provided.) |  |  |
|[ ]  Is there any plant which required registering with WorkSafe by the contractor at completion? If so, has all registration activity been completed?  | Mandatory compliance requirementSchedule 2 OH&S Regulations 2017 (Vic) |  |
|[ ]  Has the facilities manager been briefed on the maintenance schedule provided by the contractor for the 12 month maintenance period in the DLP? Who will receive and store contractor maintenance reports to validate maintenance obligations are being met? |  |  |
|[ ]  Has the facilities manager received the mandatory ESM requirements? (Your organisation will have a responsibility to ensure essential safety maintenance is carried out during the 12month DLP and into the future. These will be listed by the building surveyor as a condition of the occupancy permit, but generally follow the requirements of AS1851.)Has the facilities manager been provided with a maintenance schedule prepared at practical completion that covers maintenance during and beyond the DLP period? (The facilities manager will need to be responsible for maintenance post- DLP.)  | Mandatory compliance requirement AS1851 |  |
|[ ]  Has the facilities manager been briefed on the preventative maintenance requirements in accordance with manufacturer’s recommendations for other non-essential services and finishes? |  |  |
|[ ]  Has the facilities manager been provided up to date testing and commissioning data? |  |  |
|[ ]  Has the facilities manager been provided copies of all statutory approvals, such as approval from the building surveyor? |  |  |
|[ ]  Has the facilities manager been provided copies of test certificates for plant or equipment such as boilers or lifts? |  |  |
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