**Date:**

**Project manager:**

**Project:**

*[Drafting note: This checklist is to be completed at the end of construction in preparation for practical completion]*

| Complete | Description | Notes | Reference |
| --- | --- | --- | --- |
| Completion Checklist | | | |
|  | Revisit the contract, including functional requirements, technical specification and the commissioning and hand-back requirements.  Ensure the project has been completed accordingly. Liaise with your project superintendent as required. |  | * Project brief * Contract * Technical specifications |
|  | Determine whether the contractor has a contractual obligation to provide a written notice of anticipated practical completion.  This is typical under an Australian Standards contract and requires the contractor to give notice of anticipated practical completion at least 14 calendar days prior to when the contractor anticipates it will achieve practical completion (this may be a longer timeframe for large scale projects). The intention of this clause is to give your organisation time to prepare internally for potential imminent issue of the certificate of practical completion. |  | * Contract * Potential mandatory compliance requirement with your contract |
|  | Contractor has submitted a statutory declaration (statutory declaration – practical completion) which confirms that all works, conditions and obligations required by the contractor for practical completion have been completed in full accordance with the requirements of the contract. |  |  |
|  | The following are requirements of the Certificate of Occupancy to enable the building to be occupied:   * Fire wardens are nominated and trained; and * Evacuation muster points are agreed and evacuation plans erected in building. * Essential services maintenance is scheduled and managed. |  | * Mandatory compliance requirement |
|  | Has the contractor submitted all certificates (including asbestos clearance certificates), reports and records associated with the removal of any asbestos? | Dependent on the nature of your works. This will be more relevant to demolition or upgrade work. |  |
|  | Have all fire penetrations identified and registered as per AS1851? | Dependent on the nature of your works. | * Mandatory compliance requirement * AS1851 |
|  | Are all maintainable fire rated barriers (i.e. fire/smoke dampers, fire doors, fire spray and partitions) accessible for visual inspection? | Dependent on the nature of your works. | * Mandatory compliance requirement |
|  | Is there any plant which is required to be registered with WorkSafe by the contractor at completion? | Dependent on the nature of your works. | * Schedule 2 OH&S regulations 2017 (Vic) |
|  | How will keys be handed over? This may involve an initial commissioning of electronic access control systems. | Dependent on the nature of your works. |  |
|  | Are there any spare items required to be handed over before practical completion in accordance with the contract (i.e. spare bricks, light fittings, paint, carpet, tiles, equipment parts, etc.)?  Where will these spares be stored and who will be responsible for them? | Dependent on the nature of your works. | * Contract |
|  | Have all required plant and equipment been commissioned?  Have all required commissioning test results been provided, if any?  This could include acoustic test results, façade test results, fire, HVAC, hydraulic or other plant and equipment for example. | Dependent on the nature of your works. |  |
|  | Has the contractor provided a maintenance schedule for maintenance period specified in the contract? Who from your organisation will receive and store the contractor maintenance reports to validate maintenance obligations are being met? | Dependent on the size and complexity of your project. | * Contract |
|  | Are there any landscaping requirements of the contractor post practical completion (i.e. watering / establishment of new landscaping, etc.)? | Dependent on the nature of your works. |  |
|  | | | |
| Completion Documentation | | | |
|  | What is the form of operations and maintenance (O&M) and cleaning manuals to be handed over at completion? This should be specified in the contract and may include, hardcopies, on-line, electronic and USB/DVD. | Dependent on the size and complexity of your project. | * Contract |
|  | Agree the content of operation and maintenance (O&M) manuals to be handed over at completion. For example, commissioning data, warranties. | Dependent on the size and complexity of your project. |  |
|  | Confirm receipt of as-built drawings (if applicable) and that they are in the appropriate format (must be received at practical completion). This format may include hardcopies, on-line, electronic and USB/DVD.  If allowed after practical completion, agree the timeframe by which they must be received, including any commercial incentives regarding release of final security payments. | Dependent on the size and complexity of your project. |  |
|  | A certificate of occupancy may be required from the building surveyor before practical completion is achieved. This will need to be displayed internally near the entry to the building. | Dependent on the size and complexity of your project. | * Contract * Mandatory compliance requirement |
|  | Has the contractor provided all required warranties and guarantees before practical completion?  Review all warranties and guarantees including full information on warranty status, terms and contact information. | Dependent on the size and complexity of your project. | * Contract * Technical specifications |
|  | Has the contractor provided a defects schedule?  Agree the form of defects schedule which will accompany the certificate of practical completion. This may be in Excel or written form, or may be recorded using an agreed defect software. | Dependent on the size and complexity of your project. |  |
|  | Does your contract require design or technical consultants to certify that the works have been completed in compliance with design or specifications? This is not likely to be relevant for lump sum projects. | Dependent on the size and complexity of your project. | * Contract |
|  | Have consultants and the contractor provided their local industry development plan reports?  Has the contractor submitted a completed Local Jobs First Monitoring Table and Statutory Declaration – Local Jobs First that they have met the LJF requirements of the contract? Have copies of these documents have been uploaded to the Office of TAFE Coordination and Delivery (OTCD)’s nominated reporting software (if required)? | Dependent on the size and complexity of your project. | * Contract * **Local Jobs First Policy** [Link – Internal: “Local Jobs First Policy Compliance”] |
|  | Has the contractor has submitted a deed of release which confirms that all works, conditions and obligations required by the contractor for practical completion have been completed in full accordance with the requirements of the contract? Has the contractor has released your organisation from any further claims other than claims that have been specifically identified in the deed (applies to minor works contracts only)? | Dependent on the size and complexity of your project. |  |
|  | Has written confirmation been obtained from the end user regarding their acceptance of the training provided and which lists the user representatives trained by the contractor? |  |  |
|  | Has the project manager (or equivalent) issued a letter to the end user and the contractor which formally transfers control of and responsibility for the site and building(s) from the contractor to the end user? The letter should also advise the user that they should activate any insurance covering the works. |  |  |
|  | | | |
| Utilities & Building Services | | | |
|  | Has consideration been given to the impact of the commissioning of utilities, such as power, water, gas to the new and existing facilities? Although this is the responsibility of the contractor, this often requires periods of shut down which may impact the daily operations of your organisation and its stakeholders, which will require management within your organisation. | Dependent on the size and complexity of your project. |  |
|  | Have all utility accounts been setup on behalf of your organisation for supply to new buildings? | Dependent on the size and complexity of your project. |  |
|  | Are all water and energy meters visible and recording correctly on your organisation’s management systems (i.e. pulse resolution correct, phase rotation correct, labelling correct, etc.)? | Dependent on the size and complexity of your project. |  |
|  | Have commissioning results for all type B gas appliances been lodged with Energy Safe Victoria? | Dependent on the size and complexity of your project.  Mandatory compliance requirement. |  |
|  | Has a commissioning and testing procedure and/or program been agreed? | Dependent on the size and complexity of your project. |  |
|  | Who from your organisation will witness and sign-off final tests of building services? | Dependent on the size and complexity of your project. |  |
|  | Are logbooks, switchboard schedules and wiring diagrams current and installed in plant rooms /switch rooms? | Dependent on the size and complexity of your project.  Mandatory compliance requirement. |  |
|  | Has third party or manufacturer certification of data systems been provided to your organisation standards? | Dependent on the size and complexity of your project. |  |
|  | | | |
| Gateway Approvals | | | |
|  | Who has been designated responsibility (senior responsible owner) for Gate 5 review within your organisation? Gate 5: ‘readiness for service’ review occurs after practical completion and tests the projects readiness to provide the required service. | HVHR projects only | * Mandatory compliance requirement |
|  | Who has been designated responsibility for Gate 6 review within your organisation? Gate 6: ‘benefits realisation’ reviews typically occur 6-18 months after project completion and examines whether the benefits as defined in the business case are being delivered (note this period is typically 12-18 months for OTCD projects, please confirm with your OTCD representative). | HVHR projects only | * Mandatory compliance requirement |
|  | | | |
| Defects | | | |
|  | Is there an agreed definition of what is considered a defect?  This would include defects which need to be completed before practical completion is achieved and defects which can be placed on a defects schedule for completion in a timeframe already agreed after practical completion. This may include minor items which your organisation considers appropriate for the contractor to finalise post practical completion (refer below for discussion of performance security relating to defects post practical completion). |  |  |
|  | Has a defect inspection process been agreed? Who is responsible for inspecting the construction works in consultation with the contractor and the end user? |  |  |
|  | Have interiors and exteriors have been cleaned and all of the contractor’s plant and equipment removed?  Have builder’s sheds and amenities been removed and affected areas reinstated? |  |  |
|  | Will there be any works outstanding at practical completion?  How will outstanding works be recorded and tracked to completion. |  |  |
|  | What is the duration of the defects liability period?  This will be specified in the contract and the contractor will be required to rectify any issues relating to their works during this period. |  | * Contract |
|  | | | |
| Performance Security and Parent Company Guarantee | | | |
|  | Is there any performance security which is being held by your organisation?  What are your contractual obligations regarding release of security after practical completion?  Depending on your contract this may be release of a portion of the security (usually 50%) at practical completion with the remainder of security being released at the conclusion of the defects liability period. | Dependent on the size and complexity of your project.  The OTCD recommends using unconditional bank guarantees in preference to other forms of security (following practical completion).This security is usually about 5-10% of the value of the works. | * Contract * Contracting practice notes * **Construction standard form contracts** [Link – External: “<https://www.buyingfor.vic.gov.au/construction-standard-form-contracts>”] |
|  | Who, in your organisation, is responsible for the issuing of the certificate or notice of practical completion?  Who, in your organisation, is responsible for releasing the performance security and/or practical completion?  What information do they need to release the security? | Dependent on the size and complexity of your project. | * Contract * Contracting practice notes * **Construction standard form contracts** [Link – External: “<https://www.buyingfor.vic.gov.au/construction-standard-form-contracts>”] |
|  | | | |
| Handover to Facilities Manager | | | |
|  | Will the facilities manager need to be trained to carry out maintenance to the building? If yes, consider starting to coordinate timing between the contractor and facilities manager. | Dependent on the size and complexity of your project. |  |
|  | Will building users need to be trained to use the facilities or equipment and systems? If yes, consider starting to coordinate timing between the contractor and building users. A Building Users Guide may need to be submitted by your design team.  Consider conducting inspections with facilities managers to ensure plant is being installed in a way that can be maintained. | Dependent on the size and complexity of your project. |  |
|  | Has the contractor submitted an asset register?  Consider the extent and method you need to register assets to suit facility management requirements.  This should link back to your organisations Asset Management Accountability Framework and asset management plans. | All items of plant and equipment installed, refurbished or replaced for all items valued over $5,000? | **Asset Management Accountability Framework** [Link – Internal: “Asset Management Accountability Framework”] |
|  | | | |