

Form 2: Sample checklist for planning information required at practical completion

	Checklist for practical completion		YOUR COMPANY LOGO
<i>Action (The order and need for the actions listed below will vary between projects)</i>	<i>Suggested responsibility</i>	<i>Actioned or submitted by, and date</i>	<i>Comments</i>
Has a building services maintenance contract been arranged?	Design team and client		
Has insurance been arranged?	Client		
Have arrangements been made to recruit O&M personnel?	Client		
Has an engineer been appointed to assist during the initial period of occupation?	Design team and client		
Has the health and safety authority been approached to determine any required inspections?	Design team and client		
Have licences been obtained for the storage of hazardous chemicals?	Design team and client		
Has all the commissioning work been completed, and has an appropriately signed witnessing document been provided?	Design team, client, installation contractor and commissioning engineer		
Have commissioning reports and associated information been issued?	Design team, client, installation contractor and commissioning engineer		
Have all the required test certificates been issued?	Design team, client, installation contractor and commissioning engineer		
Have operator training sessions taken place and details of attendance and certificates of competence awarded been recorded?	Design team, client, installation contractor and commissioning engineer		
Has a schedule of outstanding works been agreed?	Design team and client		
Have any additional works that are required been arranged?	Client		
Have all required statutory examinations taken place?	Client		
Have the fire systems and means of escape been inspected and approved? A fire risk assessment must be undertaken	Installation contractor, equipment supplier, and designated fire authority		
Have the listed outstanding defects been rectified to acceptable standards?	Design team and installation contractor		
Has all the system(s) and product warranty documentation been issued?	Installation contractor		
Have all the meter readings and fuel stocks been recorded?	Installation contractor and client		
Have all the required tools, spares, and consumables been issued, and an inventory provided?	Design team and installation contractor		
Have the completed and semi-complete record drawings been issued and checked?	Design team and client and installation contractor		



Checklist for practical completion

**YOUR COMPANY
LOGO**

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Have the general details of construction methods and materials used been issued to the planning supervisor?	Principal contractor and other site contractors		
Has the Health and Safety File been compiled, checked and issued?	Planning supervisor		
Has the Certificate of Practical Completion been issued?	Project manager and architect		