

University Estates:

Maintenance Manual/ Close-out Report Checklist

	INDEX	Yes	No	N/A
1	Consultants Team contact details			
2	Sub-contractor's contact details			
3	Architectural Aspects			
	Municipal Approvals			
	Architectural Drawings			
	Architect Specifications			
	Guarantees for loose and fixed furniture			
	Glass and aluminium installation certificate			
	As Built Drawings			
4	Summary of colours and finishes			
	Paint colours			
	Floor Tiles			
	Wall tiles			
	Finishes: Care Instructions			
5	Mechanical Aspects			
	Mechanical Drawings			
	Fire installation certificate			
6	Electrical Aspects			
	Electrical Drawings			
	Electrical Shop Drawings			
	Electrical Certificates of Compliance			
7	Structural Aspects			
	Structural Drawings			

	Survey & Geotechnical report			
	Mix designs			
	Soil poisoning/ Pest control certificate			
	Compaction results			
	Concrete cube results			
	Roof Covering Workmanship Guarantee			
	Waterproofing Guarantee			
	Structural Shop Drawings			
	Structural As -built drawings			
8	Civil Aspects			
	Civil Drawings			
	Traffic count & Survey Report			
	Compaction test results			
	Concrete cube results			
	Pressure test certificate			
	Plumbing and drainage work certificate			
	Civil As -built drawings			
9	Certificate of Practical Completion			
	Artic stock- to be signed by all relevant parties			
	Signed register of receipt of Artic stock			
10	Certificate of Works Completion			
11	Retention Period			
12	Certificate of Final Completion			
13	Lessons learned by the team and how can the team improve			
14	Signed Final Account Statement Summary			
15	Final Cost Report			
13	Client's Report			