



**D E W I C K**  
& A S S O C I A T E S

## INFORMATION REQUIRED - H&S FILES

### For Pricing of H&S Files

- ☐ Project specification / Equipment Schedules
- ☐ Tender Drawings

### For Writing of H&S Files

- ☐ Specification
- ☐ Tender Drawings / As Fitted / As Installed Drawings - Building Services
- ☐ Month of PC
- ☐ Sub Contractor Contact List
- ☐ Risk Identification & Assessment
- ☐ Residual Risk Assessment & Register
- ☐ Fire Strategy Report & Drawings
- ☐ Authority Certificates
- ☐ Sub Trade Certificates - unless we are collating
- ☐ Sub Trade Warranties - unless we are collating
- ☐ Sub Trade Manufacturer Literature - unless we are collating
- ☐ Access & Maintenance Strategy
- ☐ Drainage / Window / Roof & Gutter Cleaning Strategy
- ☐ Maintenance Program (12 Months)