

# BUILDING HANDOVER MANUALS INFORMATION REQUIRED

### **QUOTATION**

- Specification / equipment schedules
- 1 Tender / Construction Drawings
- Trade list
- Format: PDF, Hard Copy, Combined

#### **PROJECT SET UP**

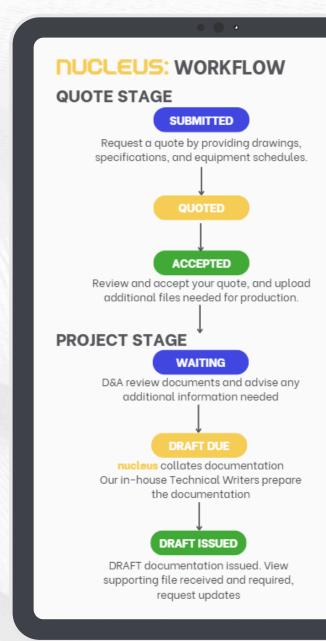
- Sub Contractor / Trade List
- Month of Practical Completion
- Deadline date
- ✓ Project specific requriements
  - Certificates
  - Forms
  - Warranties

#### **AS INSTALLED DRAWINGS**

- Drawing Mark Ups (PDF or photo)
- 🗗 Current Revision CAD drawings

## PRINTING / COMBINED

- Final review completed
- 🗗 Complete set of manual inserts
- Oelivery contact and address



#### **NEED CLARIFICATION?**



Your dedicated point of contact, **Client Coordinator**, is here, ready to support and guide you on documents or details required, every step of the way.