



# BUILDING HANDOVER MANUALS

## INFORMATION REQUIRED

### QUOTATION

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

### PROJECT SET UP

- Sub Contractor / Trade List
- Month of Practical Completion
- End of DLP date
- Deadline date
- Project specific requirements
  - 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
- Delivery contact and address

#### NUCLEUS: WORKFLOW

##### QUOTE STAGE

**SUBMITTED**

Request a quote by providing drawings, specifications, and equipment schedules.

**QUOTED**

**ACCEPTED**

Review and accept your quote, and upload additional files needed for production.

##### PROJECT STAGE

**WAITING**

D&A review documents and advise any additional information needed

**DRAFT DUE**

**nucleus** collates documentation  
Our in-house Technical Writers prepare the documentation

**DRAFT ISSUED**

DRAFT documentation issued. View supporting file received and required, request updates

#### 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.