

University of Dundee Site/Building Handover Form

Handover of University Site/Building – to be Completed by Project Manager & Site Agent					
Project Manager:			Project Title:		
Campus:			Building:		
Department:		Floor:	Room/Location:		
Name of Project Manager:			Name of Site Agent:		
Tick box as appropriate:			Services have been isolated according to details discussed at the Pre Start meeting.		
Services	Yes	No	N/A	Remarks	Name & Signature
Electrical (IT, cctv, DBs, Fire, Telephone wiring, TV)					
Hot & Cold Water (Certification, Isolation, Connection)					
Drains (Clear of hazardous substances)					
Gas (Natural, Lab, Air Con)					
Mechanical (Heating, Ventilation, Air Con, pressure systems)					
Specialist Items (Liquid Nitrogen, Mercury etc)					
Other Items (Specify) i.e. waste					

Handover Checklist		
Item	Yes	No
1. Copy of drawings highlighting service isolations handed to contractor.		
2. All personal and University materials and equipment have been removed from site/area.		
3. All reasonable steps have been taken to ensure that the isolation work detailed above has been completed.		
4. Are all live and isolated services clearly identified and marked?		
5. Site Agent to assume that any unidentified services are live, and take appropriate safety precautions.		

Safety Notes:
1. If any of the handover checklist answers is no, handover of site cannot take place.
2. Site Agent to assume that any unidentified services are live, and take appropriate safety precautions.
3. Site Agent to provide details of isolations, live services and (where applicable) asbestos to all sub-contractors
4. Site Agent is now responsible for the site once this document is signed.

Handover Completion Certificate			
Project Manager Name:	Signature:	Date:	Time:
Site Agent Name:	Signature:	Date:	Time:
Company Name:			

Original form should be retained in Construction Health and Safety Site File by Site Agent. Copy of Form to be forwarded to CDM Co-ordinator and copy retained by the Project Manager.