

**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	<b>Architectural Aspects</b>			
	Municipal Approvals			
	Architectural Drawings			
	Architect Specifications			
	Guarantees for loose and fixed furniture			
	Glass and aluminium installation certificate			
	As Built Drawings			
4	<b>Summary of colours and finishes</b>			
	Paint colours			
	Floor Tiles			
	Wall tiles			
	Finishes: Care Instructions			
5	<b>Mechanical Aspects</b>			
	Mechanical Drawings			
	Fire installation certificate			
6	<b>Electrical Aspects</b>			
	Electrical Drawings			
	Electrical Shop Drawings			
	Electrical Certificates of Compliance			

7	<b>Structural Aspects</b>			
	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	<b>Civil Aspects</b>			
	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	<b>Certificate of Practical Completion</b>			
	<b>Artic stock- to be signed by all relevant parties</b>			
	Signed register of receipt of Artic stock			
10	<b>Certificate of Works Completion</b>			
11	<b>Retention Period</b>			
12	<b>Certificate of Final Completion</b>			
13	<b>Lessons learned by the team and how can the team improve</b>			
14	<b>Signed Final Account Statement Summary</b>			
15	<b>Final Cost Report</b>			
13	<b>Client's Report</b>			