Combined Facility Checklist

# Purpose and Application

This document provides a clear, combined checklist for facility management and coordination at the following locations:

* Dock Amsterdam
* Quay Amsterdam
* External Yard Netherlands

# General Points of Attention (All Locations)

* Inform Facility Manager promptly of any changes.
* Notify the Hoisting Team timely via hijsenamsterdam@lentyardHSEsupport.nl about hoisting activities.
* Ensure clear communication between the project team, subcontractors, and facility management.

# Dock Amsterdam

* Facility checklist completed and sent to Facility.
* Provide an overview of planned onboard work.
* Provide a subcontractor overview.
* Appoint project team contact for subcontractors.
* Technical Service provides everything up to the scaffolding; onboard technical matters arranged by R&S.
* Coordinate office furniture with Facility.

# Quay Amsterdam

* Quay checklist completed and sent to Facility Coordinator.
* Pre-register all visitors and subcontractors with Security.
* Inform about sea trials timely.
* Request containers timely via Facility Coordinator.
* Generator ordered by R&S if required.
* Facility Coordinator takes periodic (monthly or fortnightly) water/electricity meter readings for financial administration.
* Project team representative present upon yacht arrival; Facility representative present until 15:30.
* Verify available quay space relative to yacht length.
* Renew quay application with Facility Manager as needed.

# External Yard Netherlands

* Project team arranges containers if necessary (include Richard Helders in cc).
* Clearly label refit materials with Feadship R&S sticker.
* Arrange externally with the yard:
* HSE
* Dock master (request Dock master RVL separately, at least 14 days prior)
* Yard security
* Office space
* Cleaning materials for project team office
* Canteen and coffee facilities
* Storage facilities
* Locker room
* Arrange materials such as forklifts, hoses, cables externally (not provided by Amsterdam).
* Purchase facility equipment via R&S.
* Arrange insurance for materials and facilities.

# Summary Checklist by Location

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| **Action Points** | **Dock Amsterdam** | **Quay Amsterdam** | **External locations** |
| Inform Facility about completed Facility checklist (send to Facility Coordinator) |  |  |  |
| Provide overview of planned onboard work |  |  |  |
| Provide overview of subcontractors working onboard |  |  |  |
| Provide point of contact within the project team for subcontractors |  |  |  |
| Technical Service facilitates everything up to the scaffolding |  |  |  |
| All technical matters on scaffolding and onboard to be arranged by R&S |  |  |  |
| Coordinate office furniture for the project team with Facility |  |  |  |
| |  |  | | --- | --- | | Arrange containers if necessary (CC Richard Helders in request) |  | |  |  |  |
| Properly label refit material with Feadship R&S stickers |  |  |  |
| Arrange with external yard for: HSE |  |  |  |
| Arrange with external yard for: Dock master |  |  |  |
| Arrange with external yard for: Dock master RVL (request 14 days in advance) |  |  |  |
| Arrange with external yard for: Necessary materials not provided by Amsterdam yard (forklift, hoses, cables, etc.) |  |  |  |
| Arrange with external yard for: Yard security |  |  |  |
| Arrange with external yard for: Office space |  |  |  |
| Arrange with external yard for: Cleaning materials for project team office |  |  |  |
| Arrange with external yard for: Canteen / coffee |  |  |  |
| Arrange with external yard for: Storage |  |  |  |
| Arrange with external yard for: Locker room |  |  |  |
| Purchase facility equipment via R&S |  |  |  |
| Arrange insurance |  |  |  |
| Pre-register all visitors and subcontractors with Security |  |  |  |
| Request containers timely from Facility Coordinator (Facility Coordinator orders containers) |  |  |  |
| Order generator through R&S if needed |  |  |  |
| Facility Coordinator to perform monthly (or fortnightly) water/electricity meter readings for Financial Controller |  |  |  |
| Project team present at quay upon yacht arrival |  |  |  |
| Facility representative present until 15:30 upon yacht arrival |  |  |  |
| Quay space availability confirmed according to yacht length |  |  |  |
| Renew quay application with Facility Manager timely |  |  |  |
| Notify Facility Coordinator timely about sea trials |  |  |  |
| Attention during entire project for sea trials |  |  |  |
| Attention during entire project for containers |  |  |  |

# Checklist by Location

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| --- | --- |
| **Action Points** | **Dock Amsterdam** |
| Facility checklist completed/sent |  |
| Overview planned onboard work |  |
| Subcontractor overview |  |
| Project team contact for subcontractor |  |
| Technical matters coordinated |  |
| Office furniture coordinated |  |

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| **Action Points** | **Quay Amsterdam** |
| Quay checklist completed/Sent |  |
| Visitor/subcontracted pre-registered with security |  |
| Containers requested (x weeks in advance) |  |
| Generators requested (if needed) |  |
| Water/electricity meters checked periodically |  |
| Project team rep. present on arrival |  |
| Verify quay space |  |
| Renew quay application as needed |  |

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| **Action Points** | **External locations** |
| Project team arranges containers |  |
| Label Refit materials with stickers |  |
| HSE Arranged |  |
| Dockmaster arranged |  |
| Yard security arranged |  |
| Office space arranged |  |
| Cleaning materials arranged |  |
| Canteen facilities arranged |  |
| Storage facilities arranged |  |
| Lockers arranged |  |