**Handing Over Taking over Documents Checklist**

1. Construction Certificates and Licenses (REGULATORY REQUIREMENTS)
2. Certificate of Occupation Permits
3. License for the dangerous goods store (storage of diesel etc.,)
4. Approved unit numbering (IRAS)
5. Authorities’ waiver, if any
6. Lift & Escalator PTO (BCA)
7. Fuel Storage Licenses
8. Signage Licenses (BCA)
9. CSC, TOP ("Post Temporary Occupation Permit (TOP) )
10. Gondola/Building Maintenance Unit (BMU) Certification
11. Lifting Platforms - Inspection Certificates
12. Pressure Vessel (Receiver Tank) Certificates
13. Life Safety Systems (LSS) inspection reports
14. Gas Inspection (License Gas Worker)
15. Operation Periodic Licenses and Permits
16. Annual water tank washing report, LP submission (if applicable)
17. 5 Yearly Structural Report (BCA)
18. Periodic Façade Inspection (PFI)/ PSI reports
19. Lift & escalator PTO (BCA)
20. License for the electrical system (EMA)
21. Licenses for Hazardous Materials Storage
22. Signage Licenses (BCA)
23. 5-yearly hydrostatic test report (SCDF)
24. Gondola/Building Maintenance Unit (BMU) Certification
25. Lifting Platforms - Inspection Certificates
26. Receiver Tank Inspection Certificates
27. Fire Certificate
28. Good Practice (CP / SS Standards)
29. Building LEW Report & Permit
30. License for the fire protection system
31. License for the ventilation system
32. Electrical Tagging Register
33. Fire Extinguisher Maintenance and Testing Register
34. ELCB Testing Register/Log
35. Green mark certificates & reports (e.g. Submission to BCA)
36. Electrical Inspection Reports (6 monthly by LEW)
37. Annual / Bi Yearly Electrical Shutdown Reports
38. Lightning Protection Inspection Reports
39. Indoor Air Quality Testing process and Reports
40. Latest Green Mark certificate and consultant report
41. Fire Safety Documents
42. Emergency Response Plan (ERP)
43. Annual FSM Reports
44. Fire Drill Details (e.g. reports)
45. Genset Full Load Test Reports
46. SCDF CERT drills/ Audits reports / information
47. Others
48. Network license, if applicable (IMDA)
49. Cooling Tower Licences & Registration
50. Walkie Talkie Licenses
51. Structural Inspection/ Visual Inspection Certificate
52. Generator Installation Certificates
53. Legionella Testing Program
54. "Heterotrophic Plate Count (HPC) Monthly report - formerly known as Standard Plate Count (SPC)"
55. Trade Waste Agreements
56. "Essential Services (Fire Doors / Exit Lights / Emergency Lights / Generator etc) Certificates"
57. Sewer pipeline flushing / inspection records
58. Declaration on Storm Water Drainage System"
59. Water Quality Testing process and reports
60. Gondola/ BMU Registration Summary
61. IMS Items
62. Status update of all pending works
63. Current Schedule of Rates agreed for ad-hoc services
64. Compliance - Legal statutory tracker
65. Annual Maintenance Contract (AMC) Tracker
66. Site Issue Tracker
67. Site Snag Register
68. ISO certification - Management Reporting (MR) Reports
69. OSHAS certification - Management Reporting (MR) Reports
70. Restricted Access Register

1. SITE DRAWINGS
2. Updated drawings for fire protection system
3. Updated drawings for plumbing & sanitary system
4. Updated drawings for waste water/ disposal systems
5. Updated drawings for electrical supply and distribution system
6. Updated drawings for emergency power supply system
7. Updated drawings for UPS system
8. Updated drawings for lightning protection system
9. Updated drawings for earthing system
10. Updated drawings for building automation system
11. Updated drawings for public address system
12. Updated drawings for car park management system
13. Updated drawings for access control system
14. Updated drawings for CCTV system (indicate location)
15. Updated architectural layout plans
16. Updated drawings for air conditioning system
17. General Plans of Facility (AutoCad)/ As Built
18. General Floor Plan
19. Electrical Rooms
20. Plant Rooms
21. Distribution Rooms
22. AutoCAD Information