



# Manager + Data Handover

Directions: At the conclusion of a project the Project Manager (PM) or designee should complete this form and forward it, along with attachments (drawings, manuals, warranty cards, etc.), to the applicable Site Manager. A copy should also be placed in the project folder.

Once the Site Manager or designee enters the applicable data into Manager+ they should indicate this by checking the appropriate box in the column "Entered into Manager+". Once the form is complete, it should then be forwarded to the Project Coordinator.

## Part 1 – To be completed by Project Manager or Designee

Submitted to: \_\_\_\_\_  
Site Manager

Site: ☐ FWA ☐ JBER ☐ FGA

Submitted by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Printed Name

Job Name: \_\_\_\_\_ Job Number(s): \_\_\_\_\_ Project Manager: \_\_\_\_\_

Submitted to site		*Entered into Manager+	Notes
<input type="checkbox"/>	Design & Redline drawings (describe in "notes")	<input type="checkbox"/>	
<input type="checkbox"/>	O&M Manuals - including index of equipment (list below)	<input type="checkbox"/>	The PM should review the manuals for content. Manuals should include manufacturer equipment manuals, not just cut sheets.
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	Warranty Information (list below)	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	
<input type="checkbox"/>	-	<input type="checkbox"/>	

## Part 2 – To be completed by Site Manager or Designee (\* Site Manager should also complete info in second column of check boxes above)

Completed form submitted to the Project Coordinator by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Printed Name PC Initials