

# HANOVER PLAN

**Project:** Residential New Build – 2 Storey Dwelling

**Client:** J Jensan

**Project Address:** 24 Cavendish Rd | HS17J | London | United Kingdom

**Prepared By:** SZ GRIGA

**Date:** 23.06.2026

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## 1. PURPOSE

This Handover Plan outlines the process for completing and transferring the project to the client at practical completion.

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## 2. HANOVER REQUIREMENTS

The following items must be completed prior to handover:

- Completion of all construction works
  - Completion of snagging items
  - Final inspections and approvals
  - Compilation of handover documentation
  - Client walkthrough and acceptance
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### **3. HANDOVER DOCUMENTATION**

The following documentation will be provided to the client:

- As-built drawings
  - Operation & Maintenance (O&M) manuals
  - Electrical and gas certificates
  - Building Control completion certificate
  - Warranties and guarantees
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### **4. CLIENT HANDOVER MEETING**

A handover meeting will be held to:

- Walk through the completed property
  - Explain building systems and controls
  - Address any final client queries
  - Transfer keys and documentation
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### **5. DEFECTS LIABILITY PERIOD**

Following handover, a defects liability period will commence during which any defects will be addressed in accordance with contract requirements.

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**Prepared by:**

**Name:** SZ GRIGA

**Role:** Project Management

**Signature:** Szilard Griga

**Date:** 23.06.2026