

HANDOVER PLAN

Project: Residential New Build – 2 Storey Dwelling

Client: J Jansen

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

Prepared By: SZ GRIGA

Date: 23.06.2026

1. PURPOSE

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

2. HANDOVER 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.

Prepared by:

Name: SZ GRIGA

Role: Project Management

Signature: Szilard Griga

Date: 23.06.2026