

Item	Description	Completed(Y / N)	Notes
Snagging complete	All defects closed	Y	
As-built drawings	Issued to client	Y	
O&M manuals	Issued	Y	
Gas certificate	Provided	Y	
Electrical certificate	Provided	Y	
Building Control	Completion cert	Y	
Keys handed over	Yes	Y	
Client sign-off	Obtained	Y	