

STAGE 6

Handover

Job no

Job Title

Team members

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Instruction for use

This checklist is an rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of it have been temporarily locked to preserve the default wording found in the RIBA Job Book (Ninth Edition). The parts that are not locked are the check boxes, the 'notes' fields and the 'completed on' fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

Microsoft Office Word 2003

- Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
- Click the *Protect Form* button  to unlock the checklist. To lock it again, click it again.
- If needed, click the *Form Field Shading* button  to hide the grey shading that appears around the editable fields. To show it again, click it again.

Microsoft Office Word 2007

- Click the Office button  to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

Microsoft Office Word 2010

- Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
- The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
- Select *Developer* box in the right hand side menu and click *OK* on the bottom of the screen.
- A new *Show Developer* tab appears at the top of your screen. Click on it.
- In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
- In this window, select *Stop protection* from the bottom of the list.

6.1

Client team

6.1.1

Remind the client that responsibility for insurance reverts to them.

CA

Enter notes here

Completed on

6.1.2

Check whether the client has issued an instruction for an energy performance certificate prior to selling or leasing the building.

Enter notes here

Completed on

6.1.3

If a full Feedback study is planned, agree with the client what access will be available, what the timescale should be and in what form the findings should be presented.

Enter notes here

Completed on

6.1.4

If the building is occupied by a public authority or an institution providing a public service to a large number of people, with a total useful area greater than 1,000 square metres, check if the client has issued an instruction for a display energy certificate.

Enter notes here

Completed on

6.1.5

If accredited for energy performance certificate (EPC) administration, check if the client wants to instruct this and, if so, agree fees.

EPCs are required for all buildings when they are constructed, leased or sold. In newly constructed or refurbished buildings the EPC will normally be provided by the main contractor.

For information on EPCs refer to the UK Government website at www.gov.uk and search 'energy performance certificates'.

For clarification on exceptions for providing EPCs and what they should cover, refer to the relevant guide at www.gov.uk and search 'energy performance certificates guidance'.

Enter notes here

Completed on

6.1.6	<p>Check if the client wants to instruct the design team to undertake continuous Commissioning, 'sea trials', etc. If so, agree a scope of services for the additional service and fee. Agreement for this service should be confirmed prior to going to tender.</p> <p><i>A formal Soft Landings team (designer and constructor) is resident on site during the move-in period to ensure emerging issues are dealt with effectively. The team can then monitor building use and energy performance for the first two or three years of occupation, identifying opportunities both for fine-tuning the building and for improvements in future developments. The process also creates a coordinated route to POE.</i></p> <p><i>Sea trials are where the design team are involved in running the building for the first two years.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
6.2	Design team	
6.2.1	<p>Involve the project team as required.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
6.2.2	<p>If a BREEAM assessment has been commissioned you may need to provide information to the BREEAM assessor in order for the post-occupancy stage of the assessment to be completed.</p> <p><i>A full BREEAM assessment can take place at a number of stages (depending on the standard used and when the assessor is appointed), which include: Design Stage (DS), Post-Construction Stage (PCS) and Post-Occupancy Stage (POS). A BREEAM certificate will not be issued until after the post-construction stage of the assessment has been completed.</i></p> <p><i>For further guidance refer to www.breeam.com.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> Completed on
6.3	Construction team	

6.3.1	Conclude administration of the Building Contract. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
6.4 Cost		
6.4.1	Keep records of time costs for POE activities. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5 Other activities		
6.5.1	Assess the office resources needed for Stage 6 and ensure that they are available and adequate. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5.2	There will be a prescribed programme for DLP activities after Practical Completion, usually for 6 or 12 months. A programme for activities for Soft Landings and POE will need to be agreed with the client during an earlier stage, ideally in Stage 1, and set out in a Plan for Use Strategy. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5.3	Administer the terms of the Building Contract. <i>Enter notes here</i>	CA <input type="checkbox"/> <i>Completed on</i>
6.5.4	Collate all documents issued to the contractor, and store them. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5.5	Conduct in-house appraisal of office performance on the project. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5.6	Consider holding a debriefing exercise with the client and other consultants. <i>Enter notes here</i>	<input type="checkbox"/> <i>Completed on</i>
6.5.7	Check if the building log book for the building operator – required by Part L of the Building Regulations – has been issued. The building log book should be in accordance with the	

	<p>requirements of CIBSE TM31 (refer to www.cibse.org).</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.8	<p>Participate in the creation of the Building Manual. See BSRIA BG 1/2007TK for recommended contents of this manual (refer to www.bsria.co.uk).</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.9	<p>For non-domestic buildings, undertake the post-completion stage of the BREEAM assessment if required.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.10	<p>Provide a copy of a building user guide if required. The guide will contain the information that will be relevant to the non-technical building user to explain how the Building Systems operate to increase comfort levels, etc. This might include an onsite presentation.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.11	<p>Ensure that seasonal Commissioning is undertaken, so that HVAC systems are commissioned for both summer and winter conditions, as agreed with the client.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.12	<p>Debriefing and Feedback are management exercises. If it is agreed to extend the commission to include these, establish the scope and content of Soft Landings and POE activities.</p> <p><i>Do not allow an exercise to be undertaken if it seems likely that it might result in recriminations – and even arbitration or litigation.</i></p> <p><i>Inform your PI insurers before embarking on any Feedback study.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.13	<p>Check whether other members of the project team would cooperate in debriefing.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.14	<p>Check whether the client would cooperate in</p>	

	<p>debriefing.</p> <p><i>In-house appraisal is a healthy operation for nearly all projects, but participants must feel able to exchange views freely. Debriefing can become a sensitive matter and will only succeed with the full cooperation of all involved.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.15	<p>Raise with all consultants the desirability of engaging in a systematic analysis of the management, construction and performance of the project.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.16	<p>Arrange a series of debriefing meetings.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.17	<p>Convene debriefing meetings upon completion to evaluate technical matters. Involve all design team members, the main contractor and possibly the client.</p> <p><i>At debriefing meetings, watch out for partisan or defensive attitudes. Honest and objective discussion should not be allowed to degenerate into acrimony.</i></p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.18	<p>Record the discussions.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.19	<p>Formulate overall conclusions from the debriefing.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.20	<p>Make visits to the site to make structured transfer of information to the users and the Facilities Management team.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.21	<p>Spot emerging issues and solve problems arising.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>

6.5.22	<p>Establish a method of providing ongoing assistance to the users.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
6.5.23	<p>Gather building performance data or request data to be provided by the client, including operational energy use and water consumption records.</p> <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>
<p>6.6 BIM and digital technology</p>		
6.6.1	<p>If appointed as information manager:</p> <ul style="list-style-type: none"> • assist in the Soft Landings processes and coordinate and release the 'end of construction' BIM record model data as set out in the Plan for Use Strategy • review the building performance in use and compare with projected BIM data • invite and coordinate Feedback from all Project Stakeholders in the process and disseminate to all in order to benefit future projects. <p><i>Enter notes here</i></p>	<input type="checkbox"/> <i>Completed on</i>