

ESTATES & FACILITIES

Document Title

Lift Hand Over Document

Document Number

ES/ 017-B

Revision Index.

Revision	Date of Revision	Revised by	Revision made
B	13/2/06	DAG	Issued for use

New & Refurbished Lifts Hand Over Document

Project No ME- Lift Number MO- Building Number B

UoS Project Engineer	Contact Details;	
	Name	
	Tel	
	Mobile	
	Email	
Lift Consultant;	Contact Details;	
	Name	
	Tel	
	Mobile	
	Email	
Lift Contractor;	Main Contact Details;	
	Name	
	Tel	
	Mobile	
	Fax	
	Email	
	Site Contact Details;	
	Name	
	Mobile	
Lift Handover to Contractor;		
Handed Over By (UoS)	Name	
Date;		
Accepted By Lift Contractor;	Sign	
	Print	
	Date	
Lift Serial No.		

Notes;

Lift Handover to UoS

Works Complete - Lift Contractor;	Sign	
	Print	
	Date	
Lift Accepted Back Into Service;		
Accepted By UoS Engineer	Sign	
	Print	
	Date	
Practical Completion Certificate	Y / N	No.
Defects List	Y / N	
O & M Manuals	Y / N	
Lift Keys Provided	Y / N	
Maintenance Period; Contractual		From <input type="text"/> To <input type="text"/>
Maintenance Frequency		Monthly, Starting - <input type="text"/>
Contractor		
Emergency Call out Telephone No.	Tel	
Snagging completed by	Date	
Notes;		