

BUILDING MANAGER OR CARETAKER HANDOVER

Hand the building over on a sale of management rights or a change of manager.

BUILDING

OUTGOING

INCOMING

HANDOVER DATE

ITEM	DONE	NOTES
Master keys, fobs, remotes (with register)		
Alarm, CCTV and access system codes		
Contractor and supplier list		
Service contracts and warranties		
Compliance calendar and last certificates		
Plant room, shut-offs and fire panel walk-through		
Asbestos register and safety data sheets		
Open maintenance jobs and quotes		
Open defects		
Resident contact list (privacy)		
Incident and hazard register		
Pool plant and chemical records		
Duty statement / agreement schedule		

OUTGOING SIGNATURE

INCOMING SIGNATURE

DATE