

BOTH PARTIES SIGN

KD-HO-HC-002 Rev A0

1 THE HANDOVER

2 AREAS HANDED OVER

3 KEYS, FOBS AND ACCESS CODES — EVERY ONE, WITH A RECEIVING SIGNATURE

4 ASSET SCHEDULE — THE PLANT AND EQUIPMENT HANDLED OVER

ASSET	LOCATION	MAKE / MODEL	SERIAL NO.	WARRANTY REF	O&M SEC.

5 DOCUMENTS HANDED OVER WITH THE BUILDING

- O&M manual — volumes and format (KD-HO-OM-003)
- Health and safety file — receipt signed (KD-CDM-HF-004)
- Building user guide (KD-HO-BU-004)
- Warranty and certificate register (KD-HO-WR-010)
- As-built drawings — issue list attached
- Fire safety information to the responsible person (KD-HO-FS-007)
- Training record (KD-HO-TR-008)
- Meter readings record (KD-HO-MR-009)
- Outstanding works schedule (KD-HO-OW-011)
- Golden thread information to the accountable person — higher-risk building only, under the Building Safety Act 2022 and the Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024

FORMAT AND LOCATION	H&S FILE RECEIPT REF	ANYTHING NOT HANDED OVER TODAY

6 SIGNATURES

The receiver confirms receipt of the items listed above; acceptance of the works is the certificate of practical completion, not this sheet.

Handed over by (contractor):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Received by (client or their representative):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.