

Asset at Risk – Project Completion Form

Date:	Click or tap to enter a date.	Project Manager:	Click or tap here to enter text.
Site:	Click or tap here to enter text.	Location:	Click or tap here to enter text.
Project Number:	Click or tap here to enter text.	Project Costs: (Total Project Cost)	£Click or tap here to enter text.
Project Title:	Click or tap here to enter text.		
Summary of works carried out:			
Condition Report Returned:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	O&M Required: (Complete Checklist)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Condition report must be provided detailing required works not included in scope of project			
Snagging & defects	Yes <input type="checkbox"/> No <input type="checkbox"/>	Warranty details provided and installation certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of snagging and defects rectifications			
<u>Asset installation and removal form</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Miscellaneous information provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Asset information request form completed and returned			
Photos Provided	Yes <input type="checkbox"/> No <input type="checkbox"/>	Drawings provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hazards with Area:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Provide Hazard Details:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
e.g. asbestos, high objects, confined space etc.			
Attachments: (Links to attachment locations within Estate SharePoint)	Click or tap here to enter text.		
Comments:	Click or tap here to enter text.		
Project Manager Sign off: Name and Date	Click or tap here to enter text. Click or tap to enter a date.		
Estate Manager Sign off: Name and Date	Click or tap here to enter text. Click or tap to enter a date.		
Asset Management Sign off: Name and Date	Click or tap here to enter text. Click or tap to enter a date.		

Head of Estate Sign off:
Name and Date

Click or tap here to enter text.
Click or tap to enter a date.