

# **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

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

**Notes;**

### Lift Handover to UoS

<b>Works Complete - Lift Contractor;</b>	Sign	
	Print	
	Date	
<b>Lift Accepted Back Into Service;</b>		
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	
<b>Notes;</b>		