

## ASSET HANDOVER – WSUD

SUBDIVISION FILE NUMBER	
DATE OF INSPECTION	
PERSONS PRESENT AT INSPECTION	
LOCATION/STAGE/SECTION	

CHECKLIST ITEMS	CHECK COMPLETED			COMMENTS
	YES	NO	NOT REQUIRED	
<b>TREATMENT</b>				
System appears to be working as designed visually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No obvious signs of under-performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MAINTENANCE</b>				
Maintenance plans have been provided for each asset.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and maintenance has been undertaken as per the maintenance plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and maintenance forms have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assets have been inspected for defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ASSET INFORMATION</b>				
Design checklist provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As constructed plans provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copies of all required permits (both construction and operational) submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proprietary information provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Digital files (e.g. drawings, survey, models) provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assets listed on asset register or database.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were maintenance staff at the meeting or is a separate handover meeting required?	<input type="checkbox"/>	<input type="checkbox"/>		

ADDITIONAL COMMENTS

COUNCIL REPRESENTATIVE NAME	
COUNCIL REPRESENTATIVE SIGNATURE	
DEVELOPER REPRESENTATIVE NAME	
DEVELOPER REPRESENTATIVE SIGNATURE	