



PLAYGROUND HANDOVER CHECKLIST

The purpose of this *Playground Handover Checklist* is to ensure that the playground project that is delivered has considered all of the identified design and development issues; that it has been constructed according to the endorsed design and signed off by all relevant parties; that the process of inclusion on to Council's asset register is complete and that outstanding items requiring further budget allocation are identified. The Checklist is to be used at both construction handover and asset handover stages of the project.

1. PROJECT DETAILS

NAME OF PROJECT	Playground Name
LOCATION	Address, Town
PLAYGROUND CLASSIFICATION	Regional / District / Local
PLAYGROUND DESCRIPTION	New Asset/ Total Asset Replacement/Asset Extension or Partial Upgrade
BUDGET	Total Budget Available (cash / in kind)
CAPEX ACCOUNT NUMBER	Account Number
PROJECT TIMELINE	Expected Completion Date
HANDOVER CHECKLIST DOCUMENT NUMBER	TRIM Document Number
HANDOVER CHECKLIST COMPLETED BY	Officers Initials
HANDOVER CHECKLIST COMPLETED ON	Date

2. DESIGN DETAIL SUMMARY

DESIGN CHECKLIST DOCUMENT NUMBER	TRIM Document Number
DESIGN DOCUMENT ATION FILE NUMBER	TRIM Document Number
ALL OTHER RELEVANT FILE NUMBERS	TRIM File Numbers
PLAYGROUND DESIGN CONTRACTOR	Company Name
LEAD DESIGN CONTACT	Lead Contact Name / Position and Contact Details

3. REVIEW MEETING (SCOPE, BUDGET AND DESIGN)

	Item	Required		Date	Initial	Comments	Complete	Date	Initial
		Yes	No						
3.1	Review of Original Project Scope (non-negotiables, budget and timelines)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
3.2	Review of Design Plans / Specifications / Drawings	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
3.3	Preliminary Estimates of Costs against design components	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
3.4	Determine project inclusions (and exclusions in priority order)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		

4. CONSULTATION AND COMMUNICATION (Refer Community Engagement Plan and Communication Plan)

Item	Required		Date	Initial	Comments	Completed	Date	Initial
	Yes	No						
4.1	Review / Revise Community Engagement Plan					<input type="checkbox"/>		
4.2	Community Engagement Actions					<input type="checkbox"/>		
4.3	Review / Revise Communication Plan					<input type="checkbox"/>		
4.4	Communication Actions					<input type="checkbox"/>		

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5. CONSTRUCTION (Request for Quote / Tender Process)

Refer DESIGN CHECKLIST if project is a Design & Construct Package

Item	Required		Date	Initial	Document Reference / Comments	Completed	Date	Initial
	Yes	No						
5.1	Confirm Scope of Works for supplier(s)					<input type="checkbox"/>		
5.2	Works Brief (Main Project Component)					<input type="checkbox"/>		
	Works Brief 2 (Other Project Component) <i>If Required</i>					<input type="checkbox"/>		
	Works Brief 3 (Other Project Component) <i>If Required</i>					<input type="checkbox"/>		
5.3	Request for Quote Documentation					<input type="checkbox"/>		
5.4	Tender Documentation					<input type="checkbox"/>		
5.5	RFQ/Tender Assessment Documentation Developed					<input type="checkbox"/>		
5.6	Assessment Complete/Documented					<input type="checkbox"/>		
5.7	Report to EMT / Council					<input type="checkbox"/>		
5.8	Contract Awarded / Letter to Successful Contractor(s)					<input type="checkbox"/>		
5.9	Value of Supply and /or Construct Contract					<input type="checkbox"/>		
5.10	Letter to Unsuccessful Contractors					<input type="checkbox"/>		
5.11	Accepted Variation Value to Contracts					<input type="checkbox"/>		

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6. CONSTRUCTION HANDOVER DOCUMENTATION

Item		Required		Date	Initial	Document Reference / Comments	Completed	Date	Initial
		Yes	No						
6.1	Underground Services information /Dial Before Dig	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
6.2	Review Construction Environmental Management Plan	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
6.3	Risk Management Plan	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
6.4	Safe Work Methods Statement	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
6.5	Prepare Site Induction Documentation	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		

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7. CONSTRUCTION

Item		Required		Date	Initial	Document Reference / Comments	Completed	Date	Initial
		Yes	No						
7.1	Site inspection on contract acceptance	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.2	Site Induction	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.3	Site security / fencing	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.3	Check Site Set Out prior to works commencing	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.4	Resolve any construction issues and document agreed changes and cost variations	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.5	Works Inspection on completion of construction	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.6	On site meeting for sign off on completed works	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.7	Document and co-sign Defects List and Timelines	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.8	Sign off on completed Defects List works	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.9	Independent Playground Safety / Standards Audit after Project Completion	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.10	Address Items from Audit (if required)	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.11	Removal of site fencing / facility open	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.12	Site/Facility Naming and Signage and Directional/Street Signage Installation	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
7.13	Playground Equipment Maintenance and Warranty Documentation received	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		

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8. PROJECT DEBRIEF, EVALUATION & PROMOTION

	Item	Required		Date	Initial	Completed / Achieved	Date	Initial	Comments / Explanation if not achieved/ Further action required
		Yes	No						
8.1	Distribute Playground Project Feedback Form	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.2	Document and Assess Feedback	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.3	Discuss and document lessons learnt as an Evaluation Report	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.4	Project Compliance with Playground Strategy Guidelines	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.5	Assess if further budget required to complete project as per design	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.6	Prepare Business Case for Budget Allocation for future stages of project	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.7	Playground Opening Celebration	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			
8.8	Update Information on website and in playground brochure	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			

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9. HANDOVER FROM DEVELOPERS

If the playground project has been designed (in consultation with Council officers) and constructed by a developer, complete Sections 1 and 2 and then skip to Section 9.

	Item	Required		Date	Initial	File Reference / Comments	Completed	Date	Initial
		Yes	No						
9.1	Draft site landscape plan submitted for comment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
9.2	Draft playground concept plan submitted for comment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
9.3	Final landscape/playground plan submitted for comment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
9.4	Final landscape/playground plan submitted for comment	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		
9.5	Site visit pre construction								
9.6	Site inspection post construction								
9.7	Facility Handover site visit								
9.8	Facility Documentation Handover (as per prescribed list)								

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10. ASSET MANAGEMENT HANDOVER

Item	Required		Date	Initial	Comments	Completed	Date	Initial
	Yes	No						
10.1	Complete Asset Handover Form (Refer D13/?????) and submit to Asset Management Unit (Description of Asset, Location of Asset, Date of Completion, TRIM files relevant to project, new asset or modified asset)	<input type="checkbox"/>	<input type="checkbox"/>					
10.2	Forward plans with TRIM references to Asset Management Unit (Construction Drawings, As Built Drawings, Drainage and Services Information)	<input type="checkbox"/>	<input type="checkbox"/>					
10.3	Forward total construction expenditure (excl GST) and any lifecycle information	<input type="checkbox"/>	<input type="checkbox"/>					
10.4	Forward name of Project Manager / Team and key construction contacts	<input type="checkbox"/>	<input type="checkbox"/>					

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11. ASSET MAINTENANCE HANDOVER

Item	Required		Date	Initial	Comments	Completed	Date	Initial
	Yes	No						
11.1	Forward all equipment maintenance recommendations / information and warranty information to Parks Unit for inclusion into Asset Maintenance Schedule / Plan	<input type="checkbox"/>	<input type="checkbox"/>					

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