

Directorate of Estates and Facilities

Project Management – H&S & O&M File Sign Off Sheet

| | |
|-----------------------|--|
| Building Name | |
| Building Code | |
| Project Name | |
| Project Number | |

The following information has been checked for completeness and is in accordance with the University of Manchester H&S & O&M File Handover Procedure EPM HS14b.

Principal Contractor Print Name

Signed: _____ Date: _____

Company: _____ Print

Principal Designer Print Name

Signed: _____ Date: _____

Company: _____ Print

Client Representative Print Name

Signed: _____ Date: _____

Company: _____ Print

Architect/Surveyor Print Name

Signed: _____ Date: _____

Company: _____ Print

Mechanical Consultant Print Name

Signed: _____ Date: _____

Company: _____ Print

Electrical Consultant Print Name

Signed: _____ Date: _____

Company: _____ Print

Civil/Structural Engineer Print Name

Signed: _____ Date: _____

Company: _____ Print

Other (i.e. Fire Engineer/
Acoustician/Sprinkler Designer) Print Name

Signed: _____ Date: _____

Company: _____ Print

Other (i.e. Fire Engineer/
Acoustician/Sprinkler Designer) Print Name

Signed: _____ Date: _____

Company: _____ Print

Note: Once all parties have signed off issue H&S and O&M File to CSU as per Appendix L EPM HS14a

FOR CSU USE ONLY

CSU Received Print Name

Signed: _____ Date: _____

This H&S/O&M File has been added to the G: Drive ☐

*** All files can be submitted to Mechanical Administration, 4th Floor Beyer Building or
HandSfile@manchester.ac.uk**