

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**