

University of Dundee Site/Building Handover Form

Handover of University Site/Building – to be Completed by Project Manager & Site Agent					
Project Manager:			Project Title: COLLEGE OFFICES		
Campus:			Building: MS1		
Department:		Floor:	Room/Location: 134 A-F		
Name of Project Manager: <i>TERRY SWENNEY</i>			Name of Site Agent: <i>E/B</i>		
Tick box as appropriate:			Services have been isolated according to details discussed at the Pre Start meeting.		
Services	Yes	No	N/A	Remarks	Name & Signature
Electrical (IT, CCTV, DBs, Fire, Telephone wiring, TV)	<input checked="" type="checkbox"/>				
Hot & Cold Water (Certification, Isolation, Connection)					
Drains (Clear of hazardous substances)					
Gas (Natural, Lab, Air Con)					
Mechanical (Heating, Ventilation, Air Con, pressure systems)					
Specialist Items (Liquid Nitrogen, Mercury etc)					
Other Items (Specify) i.e. waste					
Handover Checklist					
Item	Yes	No			
1. Copy of drawings highlighting service isolations handed to contractor.					
2. All personal and University materials and equipment have been removed from site/area.					
3. All reasonable steps have been taken to ensure that the isolation work detailed above has been completed.					
4. Are all live and isolated services clearly identified and marked?					
5. Site Agent to assume that any unidentified services are live, and take appropriate safety precautions.					
Safety Notes:					
1. If any of the handover checklist answers is no, handover of site cannot take place.					
2. Site Agent to assume that any unidentified services are live, and take appropriate safety precautions.					
3. Site Agent to provide details of isolations, live services and (where applicable) asbestos to all sub-contractors					
4. Site Agent is now responsible for the site once this document is signed.					
Handover Completion Certificate					
Project Manager Name: <i>Terry Swenney</i>	Signature: <i>[Signature]</i>	Date: <i>7/1/09</i>	Time: <i>9:00</i>		
Site Agent Name:	Signature: <i>[Signature]</i>	Date:	Time:		
Company Name:					

**Original form should be retained in Construction H&S Site File by Site Agent.
Copy of Form to be forwarded to CDM Coordinator and copy retained by the Project Manager.**

Handover of area for refurbishment from School to E&B

School/Directorate:
Building:
Room/Location:

I have personally checked that:

- All equipment and materials to be retained have been removed ✓
- All wastes have been removed ✓

Where hazardous substances have been used I confirm that:

- Drains and sinks have been flushed with water
- Accessible surfaces have been decontaminated. (e.g. wiped and then washed down with water and detergent, or wiped with disinfectant)
- Fixed equipment has been decontaminated (e.g. microbiological safety fumigated with formaldehyde)
- Radioactive materials removed, and decommissioning certificate issued by Safety Services

The Contractor must be informed of the following remaining risks:

Signature of Head of School Nominee:

Print name: *TERRY SWANLEY*

Date:

I have visually checked the area and confirm that:

- All materials and equipment have been removed ✓
- All valuable fittings and fixtures have been removed ✓
- Everything that remains should be 'stripped out' for disposal by Main Contractor ✓

I accepted the area from the School on (date).

Signature of Project Manager:

Name:

Date:

Copy to be held by School
Original to be held by E&B

Procedures for Decommissioning Radioactive Areas

A) Existing Personnel

1. Remove all radioactive materials and waste. This includes registered and unregistered ('exempt') sealed sources contained within equipment. For stocks which are to be transferred to different buildings/institutions, the RPA should be consulted. For waste which can not be disposed of by the standard routes, the RPA should be consulted. Where contractors are involved in laboratory clearances they should be closely supervised when source-containing equipment is to be moved
2. Decontaminate areas where radioactive materials were used. This should include designated sinks, fume cupboards, benches and apparatus. Less obvious places such the fronts of benches and certain floor areas should checked, particularly where solvent/water marks have been left
3. Remove all radioactive labels from decontaminated apparatus but **LEAVE LABELS IN AREAS, ON SINKS ETC TO FACILITATE FINAL CHECKING BY THE RPA WHERE FITTINGS ARE TO BE REMOVED**
4. Sign the declaration form and user's final decontamination record

B) Radiation Protection Adviser

1. Monitor/decontaminate exposed areas where fittings are removed eg backs of benches and sinks, inside pipes
2. Sign declaration form and RPA's final decontamination record.
3. Remove remaining labels