

COMMERCIAL HANDOVER DOCUMENTATION

Operating & Maintenance Handover Pack

Riverside House - Level 2 Office Fit-Out

Project reference	Package	Revision	Issue date
OV-DEMO-001	Electrical and Access Control	P01	28 July 2026

DEMONSTRATION ONLY

This pack uses synthetic project names, product identifiers and records to demonstrate document-control output. It does not certify an installation, replace competent technical review, or contain real test results.

15	10	3	2
Source records	Received	Missing	Need review

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Document control

Field	Value
Document title	Operating & Maintenance Handover Pack
Project	Riverside House - Level 2 Office Fit-Out
Reference	OV-DEMO-001
Package	Electrical and Access Control
Revision	P01
Issue purpose	Public demonstration of document assembly and traceability only
Prepared by	Osama Ventures
Technical approval	Not provided - contractor approval required

Revision history

Revision	Date	Description	Prepared by	Approval
P01	28 July 2026	Public synthetic demonstration issue	Osama Ventures	Not applicable

Contents

1. Handover status
2. Source document inventory
3. Missing items register
4. Equipment register
5. Drawing register
6. Certificate register
7. Warranty register
8. Commissioning register
9. Filename and revision register
10. Traceability and contractor approval

1. Handover status

ISSUE STATUS: INCOMPLETE

The demonstration pack is structurally assembled, but five records remain missing or require clarification. The contractor must close the queue and approve technical content before any real project issue.

Scope represented

The synthetic source set represents a Level 2 commercial office fit-out covering general lighting, emergency lighting, small power and access control. The document controller has organised and traced supplied evidence only.

What this pack does not do

- It does not certify, inspect or approve an installation.
- It does not create missing certificates, test results, maintenance intervals or engineering decisions.
- It does not treat a draft, unsigned or uncontrolled record as final.
- It leaves technical acceptance with the competent contractor and client team.

2. Source document inventory

Every received, missing and review-state record is assigned a stable source ID. No missing file is silently removed from the register.

ID	Document	Rev	Status	Source file	Control note
SRC-001	Client handover requirements	P02	Received	01_Client_Requirements_P02.pdf	Defines requested handover sections and file format.
SRC-002	Contractor electrical scope	C03	Received	02_Electrical_Scope_C03.pdf	Lists the demonstration package boundaries.
SRC-003	Luminaire and emergency-light schedule	C02	Received	03_Luminaire_Schedule_C02.xlsx	Contains synthetic asset tags and quantities.
SRC-004	Access-control equipment schedule	C01	Received	04_Access_Control_Schedule_C01.xlsx	Contains synthetic controller and power-supply tags.
SRC-005	Lighting as-built drawing E-201	C02	Received	05_E-201_Lighting_As-Built_C02.pdf	Demonstration drawing reference only.
SRC-006	Small-power as-built drawing E-202	Unknown	Missing	Not received	Listed in the client requirement but absent from the source folder.
SRC-007	DEMO-LUM-01 product datasheet	1.0	Received	07_DEMO-LUM-01_Datasheet.pdf	Synthetic product record created for this demonstration.
SRC-008	DEMO-AC-02 product datasheet	1.0	Received	08_DEMO-AC-02_Datasheet.pdf	Synthetic product record created for this demonstration.
SRC-009	Electrical Installation Certificate	Final	Missing	Not received	No certificate has been supplied; no result is inferred.
SRC-010	Emergency-lighting completion certificate	Final	Missing	Not received	No certificate has been supplied; no result is inferred.
SRC-011	Access-control commissioning record	C01	Received	11_Access_Control_Commissioning_C01.pdf	Synthetic signed-status field intentionally left blank.
SRC-012	Contractor warranty letter	Draft	Review	12_Warranty_Letter_DRAFT.docx	Draft is unsigned and the commencement date is blank.
SRC-013	Distribution-board circuit schedule	Unknown	Review	13_DB-L2-01_Schedule_UNCONTROLLED.xlsx	File is marked uncontrolled and has no revision.
SRC-014	Practical-completion document checklist	P01	Received	14_PC_Document_Checklist_P01.pdf	Used to cross-check the demonstration closeout queue.
SRC-015	Access-control as-built drawing S-301	C01	Received	15_S-301_Access_Control_As-Built_C01.pdf	Demonstration drawing reference only.

3. Missing items register

This queue is the handover action list. Each item states why it is required, who must supply or clarify it, and the source that created the requirement.

Item	Required record	Why flagged	Owner	Status	Source
MI-001	Small-power as-built drawing E-202	Required by SRC-001 section 4.2 and listed on SRC-014.	Installing contractor	Missing	SRC-001 p.4; SRC-014 p.1
MI-002	Electrical Installation Certificate	Named in the client handover checklist; no certificate file supplied.	Qualified electrical contractor	Missing	SRC-001 p.5; SRC-014 p.2
MI-003	Emergency-lighting completion certificate	Named in the client handover checklist; no certificate file supplied.	Qualified electrical contractor	Missing	SRC-001 p.5; SRC-014 p.2
MI-004	Signed contractor warranty with commencement date	The supplied draft has no signature or commencement date.	Installing contractor	Clarification required	SRC-012 p.1
MI-005	Controlled DB-L2-01 circuit schedule	The supplied spreadsheet is marked uncontrolled and has no revision.	Installing contractor	Clarification required	SRC-013 Sheet 1

4. Equipment register

Asset fields are transcribed from the synthetic schedules and datasheets. Blank or conflicting model data remains visible for contractor review.

Asset ID	System	Description	Location	Qty	Make / model	Status	Source
L2-LUM-001	General lighting	DEMO-LUM-01 linear luminaire	Level 2 open office	24	DemoLux / DEMO-LUM-01	Traced	SRC-003 Sheet 1; SRC-007 p.1
L2-EL-001	Emergency lighting	Synthetic emergency bulkhead	Level 2 escape routes	6	Not supplied	Review	SRC-003 Sheet 1
L2-AC-001	Access control	DEMO-AC-02 two-door controller	Level 2 communications room	1	DemoSecure / DEMO-AC-02	Traced	SRC-004 Sheet 1; SRC-008 p.1; SRC-011 p.1
L2-PSU-001	Access control	Synthetic access-control power supply	Level 2 communications room	1	Not stated	Review	SRC-004 Sheet 1
DB-L2-01	Small power	Level 2 distribution board	Level 2 electrical cupboard	1	Not stated	Clarification required	SRC-002 p.2; SRC-013 Sheet 1

5. Drawing register

Drawing numbers, titles, revisions and receipt states are transcribed exactly from the synthetic source set.

Drawing	Title	Revision	Status	Source
E-201	Level 2 lighting as-built	C02	Received	SRC-005 p.1
E-202	Level 2 small-power as-built	Unknown	Missing	SRC-001 p.4; SRC-014 p.1
S-301	Level 2 access-control as-built	C01	Received	SRC-015 p.1
DB-L2-01	Distribution-board circuit schedule	Unknown	Review	SRC-013 Sheet 1

6. Certificate register

A certificate is recorded only when the supplied file exists. Missing or unsigned records remain clearly flagged.

Record	Issuer	Reference	Status	Source
Electrical Installation Certificate	Not supplied	Not supplied	Missing	SRC-001 p.5; SRC-014 p.2
Emergency-lighting completion certificate	Not supplied	Not supplied	Missing	SRC-001 p.5; SRC-014 p.2
Access-control commissioning record	Example Building Services Ltd	OV-DEMO-AC-COMM-01	Received - signature blank	SRC-011 p.1-2
Fire-alarm certificate	Outside demonstration package	Not applicable	Outside scope	SRC-002 p.1

7. Warranty register

Warranty periods and commencement dates are never inferred from product type or common practice.

Item	Period	Commencement	Status	Source
Contractor installation warranty	Not confirmed	Blank	Clarification required	SRC-012 p.1
DEMO-LUM-01 manufacturer warranty	Not stated in supplied datasheet	Not stated	Missing evidence	SRC-007 p.1-2
DEMO-AC-02 manufacturer warranty	Not stated in supplied datasheet	Not stated	Missing evidence	SRC-008 p.1-2

8. Commissioning register

The register reports whether a supplied record exists. It does not interpret results or declare a system commissioned.

System	Record	Date	Status	Source
Access control	Controller commissioning record	24 July 2026	Received - signature blank	SRC-011 p.1-2
General lighting	Functional test record	Not supplied	Missing	SRC-014 p.2
Emergency lighting	Completion / duration test record	Not supplied	Missing	SRC-001 p.5; SRC-014 p.2

9. Filename and revision register

Normalised names are output references only. The original source files remain untouched and traceable through their source IDs.

Original filename	Normalised filename	Rev	Source ID	Action
client reqs FINAL v2.pdf	OV-DEMO-001_01_Client-Handover-Requirements_P02.pdf	P02	SRC-001	Renamed in output index only
scope latest.pdf	OV-DEMO-001_02_Electrical-Scope_C03.pdf	C03	SRC-002	Renamed in output index only
LUM SCHEDULE_revC2.xlsx	OV-DEMO-001_03_Luminaire-Schedule_C02.xlsx	C02	SRC-003	Renamed in output index only
ac schedule.xlsx	OV-DEMO-001_04_Access-Control-Schedule_C01.xlsx	C01	SRC-004	Renamed in output index only
E201 AB.pdf	OV-DEMO-001_05_E-201-Lighting-As-Built_C02.pdf	C02	SRC-005	Renamed in output index only
demo light.pdf	OV-DEMO-001_07_DEMO-LUM-01-Datasheet_R01.pdf	R01	SRC-007	Renamed in output index only
controller data.pdf	OV-DEMO-001_08_DEMO-AC-02-Datasheet_R01.pdf	R01	SRC-008	Renamed in output index only
commissioning form.pdf	OV-DEMO-001_11_Access-Control-Commissioning_C01.pdf	C01	SRC-011	Renamed in output index only
warranty DRAFT.docx	OV-DEMO-001_12_Contractor-Warranty_DRAFT.docx	Draft	SRC-012	Held in review queue
DB schedule use this.xlsx	OV-DEMO-001_13_DB-L2-01-Schedule_UNCONTROLLED.xlsx	Unknown	SRC-013	Held in review queue

10. Traceability and contractor approval

The traceability register links every material output back to a supplied source. Confidence describes transcription certainty, not technical correctness.

Output record	Output location	Source	Confidence	Review note
Project title and package	Cover / document control	SRC-001 p.1; SRC-002 p.1	High	Contractor to approve before issue
L2-LUM-001 quantity and location	Equipment register	SRC-003 Sheet 1	High	Cross-checked against SRC-005
DEMO-LUM-01 model reference	Equipment register	SRC-007 p.1	High	Synthetic product reference
L2-AC-001 quantity and location	Equipment register	SRC-004 Sheet 1	High	Cross-checked against SRC-015
DEMO-AC-02 model reference	Equipment register	SRC-008 p.1	High	Synthetic product reference
E-202 missing status	Drawing / missing-items registers	SRC-001 p.4; SRC-014 p.1	High	No drawing supplied
Electrical certificate missing status	Certificate / missing-items registers	SRC-001 p.5; SRC-014 p.2	High	No certificate supplied
Warranty clarification status	Warranty / missing-items registers	SRC-012 p.1	High	Signature and date are blank
DB-L2-01 revision status	Equipment / drawing registers	SRC-013 Sheet 1	Medium	Controlled issue required
Access commissioning record status	Commissioning register	SRC-011 p.1-2	High	Signature field remains blank

Contractor approval gate

APPROVAL REQUIRED BEFORE REAL PROJECT ISSUE

The installing contractor must confirm scope, asset data, drawings, certificates, commissioning records, warranty terms and all technical statements. Osama Ventures assembles and traces supplied evidence; it does not sign technical declarations.

Approval	Name	Role	Signature	Date
Technical content approved				
Missing-item exceptions accepted				
Approved for client issue				