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| Project Name |  |
| **Project Ref. Number** |  |
| **Date**  |  |

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| **Check List** |
| **Item No.** | **Document**  | **✔**🗶 | **Comments** |
| **1.0** | Final Inspections Defects List |  |  |
|  | 1.1 IT Services |  |  |
|  | 1.2 Plumbing Services |  |  |
|  | 1.3 Electrical Services |  |  |
|  | 1.4 Mechanical Services |  |  |
|  | 1.5 Fire Services |  |  |
|  | 1.6 Design Team |  |  |
| **2.0** | Singed Practical Completion Letter  |  |  |
| **3.0** | DLP Work plan and Maintenance Program |  |  |
| **4.0** | As-Builts/O&M Manuals (*if applicable)* |  |  |
| **5.0** | Certificates: NFA, EFL etc. (*if applicable)* |  |  |
| **6.0** | Others |  |  |
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| Building Services |
|  |  **Signature:** |  | **Date:** |  |
| Design &Projects |
|  |  **Signature:** |  | **Date:** |  |
| Assets & Planning |
|  |  **Signature:** |  | **Date:** |  |
| Projects |
|  |  **Signature:** |  | **Date:** |  |