

CANARY RIVERSIDE ESTATE

HANDOVER CHECKLIST FOLLOWING DISCHARGE OF ALAN COATES AS TRIBUNAL APPOINTED MANAGER

1	The handover checklist is in sections and to achieve the operational handover on the 30 th September 2019 in compliance with the RICS code of conduct. Where possible all information will be handed over electronically through File Share which requires no operational software other than an email address. All documents can then be downloaded from the system and to ensure security of that data it is to be within workable and agreed time restraints.		
2	In addition, there will be a number of boxes of historical data which is not urgent for transfer and will be despatched to the New Manager by 30th September 2019.		
3	We do not have open access to the documents room at Canary without prior arrangements with CREM and therefore any access required will need to be arranged directly with CREM. CREM will not allow the removal of documents from that basement storage room. There is no index of what is contained in that store.		
4	All equipment, operational reports and keys will remain on site, the contents of the security office are listed but not the equipment or keys held by the concierge at each block location.		
5	It is essential that the ownership of the John Deere Gator (a road legal vehicle) is to be resolved as soon as possible after the appointment of the new manager, failing which it will be removed from the site on 30th September 2019 and sold.		
6	The ownership of the operational email addresses and domain names and licences will need to be resolved by the New Manager prior to handover. HML will facilitate where possible the transfer of these. Failure to address this will lead to the email and domain being lost and disconnected.		
7	The ownership of the cell phones will need resolution by the New Manager in good time before handover and HML will facilitate where possible the transfer of both hardware and cell connection. Failure to address these will lead to all these phones being removed and disconnected.		
		Completed	
		by	
8	LEASE & TRANSFER INFORMATION		
8.1	Electronic Copy of Leases/Licences held	01-Oct-19	<input type="checkbox"/>
9	LESSEE/TRANSFeree DETAILS		
9.1	The names of all leaseholders and contact information in electronic format	10-Sep-19	<input type="checkbox"/>
9.2	Correspondence addresses of all absentee property owners	10-Sep-19	<input type="checkbox"/>
9.3	All service charge percentages attributable	10-Sep-19	<input type="checkbox"/>
10	ACCOUNTS & FINANCIAL INFORMATION		
10.1	Copies of certified accounts for 2016/ 2017/2018	10-Sep-19	<input type="checkbox"/>
10.2	Copies of certified accounts for 2019	31-Dec-19	<input type="checkbox"/>
10.3	Copies of outstanding/unpaid invoices for 2019/20 financial year	14-Oct-19	<input type="checkbox"/>
10.3	Copy of current and previous year service charge budget	10-Sep-19	<input type="checkbox"/>
10.4	Copy of Certified accounts for half year to 30 September 2019	31-Dec-19	
11	LESSEE STATEMENTS		
11.1	Full Tenant transaction history for each current lessee/commercial unit	01-Oct-19	<input type="checkbox"/>
11.2	Arrears schedule including list of debtors (although the position will change after this date)	10-Sep-19	<input type="checkbox"/>
11.3	An updated position will be provided on 1st October	01-Oct-19	<input type="checkbox"/>
12	FUNDS FROM SERVICE CHARGE BANK ACCOUNT		
12.1	Payment of 75% Service Charge balance not committed with explanation of any retention by electronic transfer	01-Oct-19	<input type="checkbox"/>
12.2	Balancing service charge payment	31-Dec-19	<input type="checkbox"/>
12.3	Summary Trial balance/General Ledger as of 30th September 2019	01-Oct-19	<input type="checkbox"/>
12.4	Final Summary Trial balance/General Ledger as of 30th September 2019	31-Dec-19	<input type="checkbox"/>
12.5	Reserve fund statement	30-Sep-19	<input type="checkbox"/>
12.6	List of all final retentions made with supporting documentation (if applicable)	31-Dec-19	<input type="checkbox"/>
12.6	Copy of 30 th September 2019 VAT return.	31-Dec-19	<input type="checkbox"/>
12.7	Copy demands sent to all leaseholders showing balances as at the 30th September	01-Oct-19	<input type="checkbox"/>
13	HEALTH & SAFETY		
13.1	Details of periodic inspections, e.g. fire alarm systems, lifts, boilers etc. and copies of previous reports	10-Sep-19	<input type="checkbox"/>
13.2	Copies of risk assessments, health & safety inspections, asbestos registers and legionella reports (as applicable)	10-Sep-19	<input type="checkbox"/>
13.3	Insurance rebuild valuation	10-Sep-19	<input type="checkbox"/>
13.4	5-year electrical inspection	10-Sep-19	<input type="checkbox"/>
14	CONTRACTS & SITE INFORMATION		
	Operational Information to be provided by the 10 th September 2019 unless where stated otherwise.		
	UTILITIES		
14.1	Gas – Out of contract, renewal 1 October (currently Gazprom)	10-Sep-19	<input type="checkbox"/>
14.2	Electricity – Out of contract, renewal 1 October (currently Scottish Hydro)	10-Sep-19	<input type="checkbox"/>
14.3	Water – Castle and Thames Water - ongoing	10-Sep-19	<input type="checkbox"/>
14.4	Electrical meter identification report	10-Sep-19	<input type="checkbox"/>
14.50	Full account history of all outstanding electricity charges and supporting meter readings	30-Nov-19	

15	OTHER CONTRACTS		
15.1	M&E contract with Wates which includes:	10-Sep-19	<input type="checkbox"/>
15.2	Two Site Based Engineers with Supervisor Support	10-Sep-19	<input type="checkbox"/>
15.3	Management Support	10-Sep-19	<input type="checkbox"/>
15.4	Mobile Support including Boiler and A/C Servicing	10-Sep-19	<input type="checkbox"/>
15.5	7.2.2 M&E Subcontracted services which includes:	10-Sep-19	<input type="checkbox"/>
15.6	Water Treatment Regime and Water Softeners	10-Sep-19	<input type="checkbox"/>
15.7	Car Park CO Detection System	10-Sep-19	<input type="checkbox"/>
15.8	Sewage Pump & Petrol Interceptor	10-Sep-19	<input type="checkbox"/>
15.9	Sprinkler System and Fire Pumps	10-Sep-19	<input type="checkbox"/>
15.10	Dry Riser and Wet and Falls	10-Sep-19	<input type="checkbox"/>
15.11	Lightning Protection	10-Sep-19	<input type="checkbox"/>
15.12	HV Network	10-Sep-19	<input type="checkbox"/>
15.13	Building Management System	10-Sep-19	<input type="checkbox"/>
15.14	Roof Smoke Ventilation System	10-Sep-19	<input type="checkbox"/>
15.15	Fixed Ladders	10-Sep-19	<input type="checkbox"/>
15.16	Fire Extinguishers	10-Sep-19	<input type="checkbox"/>
15.17	Fire Shutter and Electrical Roller Shutters	10-Sep-19	<input type="checkbox"/>
15.18	Chillers	10-Sep-19	<input type="checkbox"/>
15.19	Chilled Water Degassers	10-Sep-19	<input type="checkbox"/>
15.20	Chilled Water Flushing Units	10-Sep-19	<input type="checkbox"/>
15.21	Chilled Water Pressurisation Units	10-Sep-19	<input type="checkbox"/>
15.22	Lifts (Otis contract)	10-Sep-19	<input type="checkbox"/>
15.23	Refuse (F&C Crawley)	10-Sep-19	<input type="checkbox"/>
15.24	Fire alarm / Fire prevention (ADT Renewal November 2019)	10-Sep-19	<input type="checkbox"/>
15.25	Broadband & Phone lines (NTE)	10-Sep-19	<input type="checkbox"/>
15.25	Electrical metering contract (Energy Metering Ltd - renewal 1 October 2019)	10-Sep-19	<input type="checkbox"/>
15.26	Cradle maintenance (Access Testing)	10-Sep-19	<input type="checkbox"/>
16	CONTRACTS WITH ONE MONTHS NOTICE (To be terminated on the 30th September 2019 unless otherwise agreed)		
16.1	Security	10-Sep-19	<input type="checkbox"/>
16.2	Gardening	10-Sep-19	<input type="checkbox"/>
16.3	Cleaning	10-Sep-19	<input type="checkbox"/>
16.4	Fresh water bottle supply	10-Sep-19	<input type="checkbox"/>
16.5	Window cleaning	10-Sep-19	<input type="checkbox"/>
16.6	Pest Control	10-Sep-19	<input type="checkbox"/>
16.7	Entrance door mats	10-Sep-19	<input type="checkbox"/>
17	SITE HELD DATA		
17.1	All sets of keys held off site to be returned to site on the 30th September	30-Sep-19	<input type="checkbox"/>
17.2	Details of any entry/alarm codes etc.	30-Sep-19	<input type="checkbox"/>
17.3	All contractors' details (not subject to TUPE) and current contracts	10-Sep-19	<input type="checkbox"/>
18	LEGAL INFORMATION		
18.1	Details of any current/pending legal action (including recovery of arrears)	10-Sep-19	<input type="checkbox"/>
19	MAJOR WORKS		
19.1	Details of any Section 20 notices issued within last 12 months	10-Sep-19	<input type="checkbox"/>
20	SITE STAFF TUPE details		
20.1	Full employee records of those transferring across	01-Oct-19	<input type="checkbox"/>
20.2	To provide a list of all employees, directly employed by HML, and all of those contractors who contract solely in relation to Canary Riverside Estate, and the roles they perform, in electronic format by the 10 September 2019.	10-Sep-19	<input type="checkbox"/>
20.3	The new Manager will give Mr Coates details of measures he may take with regard to the transfer of the employees by 10 September 2019.	10-Sep-19	<input type="checkbox"/>
20.4	Mr Coates will the notify all employees and contractors of the appointment and the effective date of the appointment, and measures required by the new Manager, and discuss these with any employees affected as required	10-Sep-19	<input type="checkbox"/>
20.5	Completion process for TUPE	Into October	<input type="checkbox"/>
21	DOCUMENTS AND EQUIPMENT		
21.1	Documents in the security office not to be removed from site	01-Oct-19	<input type="checkbox"/>
21.2	Access card/gate C Cure system (computer, software, cards)	01-Oct-19	<input type="checkbox"/>
21.3	Keys & Access Codes	01-Oct-19	<input type="checkbox"/>
21.4	Radios	01-Oct-19	<input type="checkbox"/>
21.5	Concierge computers	01-Oct-19	<input type="checkbox"/>
21.6	Internet/Wi-Fi	01-Oct-19	<input type="checkbox"/>
21.7	Fire testing/ADT service books	01-Oct-19	<input type="checkbox"/>
21.8	Plant testing/service books	01-Oct-19	<input type="checkbox"/>
22	Items believed to be in the Document store, note comments regarding control and access.		
22.1	Plans of buildings	01-Oct-19	<input type="checkbox"/>
22.2	Buildings consents	01-Oct-19	<input type="checkbox"/>
22.3	Works guarantees	01-Oct-19	<input type="checkbox"/>
22.4	OM Manuals	01-Oct-19	<input type="checkbox"/>

23	Items managed by CREM and these documents should be provided by them		
23.1	Building policy	01-Oct-19	<input type="checkbox"/>
23.2	Terrorism policy	01-Oct-19	<input type="checkbox"/>
23.3	Public liability	01-Oct-19	<input type="checkbox"/>
23.4	Owners liability	01-Oct-19	<input type="checkbox"/>
23.5	Engineering policy (in relation to pumping station and lifts)	01-Oct-19	<input type="checkbox"/>
23.6	Schedules of cover	01-Oct-19	<input type="checkbox"/>
23.7	Details of Claims history/outstanding claims	01-Oct-19	<input type="checkbox"/>