

Facilities and Services Division – Space Management

1 POST-HANDBACK BUILDING CHECKLIST

1.1 Post-Handback Tasks

Task	Completed	Team
1 Corrections to Building and Way Finding Signage		Space
2 Changes to Parking Signage		Parking
4 Removal of Cardax Access		Security
5 Change Locks on Perimeter Doors		Service Delivery
10 Update Custodians List		Space
11 Update ARCHIBUS		Space
12 TLCSS - All T&L Equipment Removed		TLCSS
14 Cleaning Arrangements		Cleaning and Waste
15 Waste Arrangements		Cleaning and Waste
16 Key Register		Service Delivery

Future Use

- Scheduled Refurbishment Complete Section 1.2
- Immediate Demolition Complete Section 1.3
- Mothball Complete Section 1.4

1.2 Post-Handback Scheduled Refurbishment

Task	Completed	Team
1 Close Non Statutory PM's on Maximo		Program Team
2 All Statutory and Roof Safety System PM's to be Maintained		Program Team
3 Pest and Vermin Control		Program Team
4 Weekly Perimeter Checks - Security		Security
5 Weekly Internal Checks – Client Relations		Client Relations
6 Transfer of Utilities, Cardax and ITS charges to Project		Finance
7 Building Custodian		Projects
8 Access Register		Projects

1.3 Post Handback Immediate Demolition

Task	Completed	Team
1 Close All PM's on Maximo		Program Team
2 Weekly Perimeter Checks – Security		Security
3 Transfer of Utilities, Cardax and ITS charges to Project		Finance
4 Building Custodian		Projects
5 Access Register		Projects

1.4 Post Handback Mothball

Task	Completed	Team
1 Close Non Statutory PM's on Maximo		Program Team
2 All Statutory and Roof Safety System PM's to be Maintained		Program Team
3 Decommission Backflow Prevention		Program Team
4 Decommission Tradewaste and pH pits		Program Team
5 Pest and Vermin Control		Program Team
6 Weekly Perimeter Checks - Security		Security
7 Weekly Internal Checks – Client Relations		Client Relations
8 Transfer of Utilities, Cardax and ITS charges to Project		Finance
9 Building Custodian		Maintenance
10 Access Register		

1.5 F&S Team Notifications

F&S Team Notifications	Date Notified
Security	
Parking	
Cleaning, Waste & Recycling	
Maintenance	
Information Technology	
FS Finance	
FS Utilities	
Engineering & Technical Services	
Space Management	