



Middle East Facility Management Association

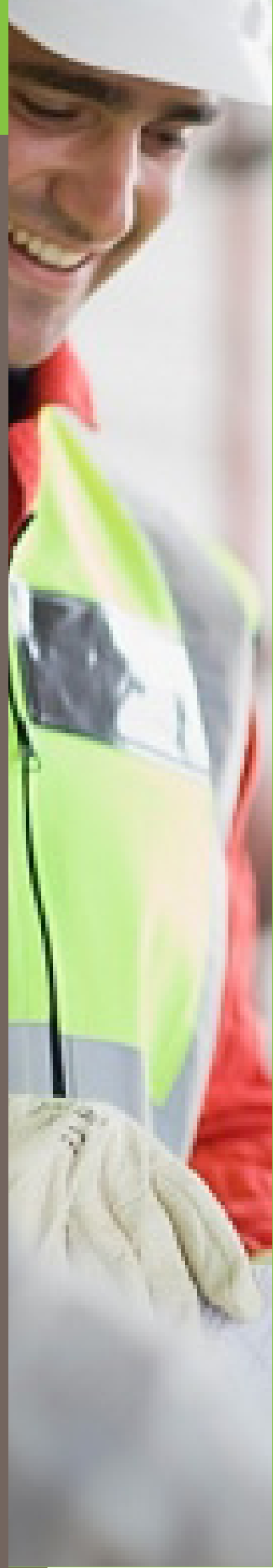


*Initial Home Owner
Inspection Strategy
- Owner's Property
Checklist at Handover
Report Findings*

A MEFMA Publication

CONTENTS

1. Introduction	3
2. Objectives	3
3. Methodology	3
4. Outcomes	4
5. Level One MEFMA Handover Checklist	5
6. Level One MEFMA Handover Checklist - Appendixes	10
7. Level One MEFMA Handover Checklist - Guidelines	11
8. Level Two MEFMA Document Handover Checklist	22
9. Level Two MEFMA MEP Checklist	25
10. Level Two MEFMA Landscaping & External Checklist	29
11. Recommendations	30
12. Member Bios	30



Title:

Middle East Facility Management Association: Initial Home Owner Inspection Strategy - Owner's Property Checklist at Handover Report Findings

Introduction

Initiated by the Real Estate Regulatory Authority (RERA) as a non-profit association, MEFMA lobbies to provide a standardised working framework for facility management (FM) professionals, wider construction industry stakeholders and building owners / occupiers across the Middle East.

MEFMA works with industry professionals to implement long term sustainable development strategies. From design, build and commissioning through handover, operation, maintenance and lifecycle, the aim is to deliver a sustainable built environment, best-in-class customer service and asset protection to maximise end-user ROI.

MEFMA focus groups are driving the formation of region specific industry standards through research studies. Initial focus group findings on service charge calculation, energy management strategies and technologies, handover checklists, inspections and reports are now being delivered.

Objectives

(Refer to Methodology, Outcomes and Recommendations.)

The group's objectives were to standardise checklist handover documents for both owners and inspectors. While the group had the technical capability to understand what these checklists should entail, it was agreed the primary focus would be toward future buyers (off-plan or resale). It was assumed future buyers would have little technical understanding, therefore the checklist would be formulated to protect the buyer.

Objective One:

- Standardise inspection checklist covering common areas and sold units

Objective Two:

- Identify limitations and challenges (E.g. missing documents.)

Objective Three:

- Identify required inspector qualifications and tools

During the handover process from developer to unit owner, the end-user is currently exposed to many grey areas. The checklist has been specifically formulated to safeguard owner rights. Inspectors will have their own, dedicated checklist.

A standardised handover checklist for owners will ensure on the following:

- Clarify developer responsibilities before handover
- Minimise snag list
- Provide a platform for dispute resolution between developer and owner
- Standardise inspection checklist covering common areas and sold units

Methodology

(Refer to Objectives, Outcomes and Recommendations.)

The body of practices, procedures and rules used by the Home Owner Inspection Strategy - Owner's Property Checklist at Handover Focus Group to determine the formulation of handover checklists are outlined below.

In developing the property handover checklist the group carried out comparative studies on different property checklists that conform to international best practice. From their findings a checklist template has been formulated for end-users moving into new units. Two levels of checklists have been developed to ensure smooth handover.

Level One Checklist:

This checklist in general for sold out units and to be used by future buyers (off-plan or resale.)
(Refer to Outcomes, fig. A)

Level Two Checklist:

This checklist in general can be used to review of the condition of common areas as well as further details included in core central services. The review would require an inspector's input. Buyers can also use level two checklist with professional support.
(Refer to Outcomes fig. B)

Definitions**8.1 Handover:**

The process of relinquishing property, or an authority for transfer, of units from developer to owner

8.2 MEP:

Mechanical, electrical and plumbing works

8.3 Outstanding works:

Remaining or pending works to be carried out by developer / contractor / sub contractor

8.4 Snags:

A defects list either compiled by the unit owner of professional snagging company that is submitted to the developer / contractor / sub contractor for completion before occupation

8.5 Defects:

Any defect in construction which renders a project dangerous, unsafe or causes real damage to the consumer

8.6 DLP:

Defects liability period. The contractually agreed timescale for snags and defects to be rectified

Outcomes

- The group developed level one and level two checklists to ensure smooth handover
(Refer to figs. A & B)
- Identified limitation and challenges
- Identified qualifications required by inspectors

Level One MEFMA Handover Checklist (fig. A)



Level 1 : Basic/ Cosmetic Condition Handover Check List - HCL: 001

PROPERTY ADDRESS:	
OWNER AGENT NAME:	
TENANT NAME:	INSPECTION DATE:

Both parties, (Owner/Agent & Tenant) must inspect the property together and each party must retain a copy of the completed checklist. Guidelines for checks appear in the Appendices Page 5.

LOUNGE		CONDITION
A	Floor and Floor Covering	
B	Walls and Ceiling	
C	Coving and Skirting	
D	Doors	
E	Door Locks and Hardware	
F	Lighting Fixtures	
G	Windows and Screens	
H	Smoke Detector	
I	Ventilation Grilles	
J	Data and Power Sockets	
KITCHEN		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Doors	
D	Doors, Locks, hardware	
E	Lighting Fixtures	
F	Windows and screens	
G	Heat detector	
H	Ventilation Grilles	
I	Data and Power sockets	
J	Cabinets	
K	Counters	
L	Water Heater	
M	Stove, Oven, Range Hood	
N	Fridge freezer	
O	Dishwasher	



Level 1 : Basic/ Cosmetic Condition Handover Check List - HCL: 001

KITCHEN		CONDITION
P	Garbage Disposal Unit	
Q	Washing Machine Dryer	
R	Microwave	
S	Extinguisher Fire Blanket	
T	LPG Detector / Isolator	
U	Plumbing	
DINING ROOM		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Coving and skirting	
D	Doors	
E	Door Locks and hardware	
F	Lighting Fixtures	
G	Windows and screens	
H	Smoke detector	
I	Ventilation Grilles	
J	Data and Power sockets	
BEDROOM # ()		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Coving and skirting	
D	Doors	
E	Door Locks and hardware	
F	Lighting Fixtures	
G	Windows and screens	
H	Counters	
I	Ventilation Grilles	
J	Plumbing / shower head	
K	Bathtub / Shower cubicle	
L	Toilet	



Level 1 : Basic/ Cosmetic Condition Handover Check List - HCL: 001

BEDROOM # ()		CONDITION
M	Extract Fan	
N	Water Heater	
O	Mirrors	
P	Shaving Socket	
Q	Soap dishes / roll holder	
BEDROOM # ()		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Coving and skirting	
D	Doors	
E	Door Locks and hardware	
F	Lighting Fixtures	
G	Windows and screens	
H	Smoke detector	
I	Ventilation Grilles	
J	Data and Power sockets	
K	Closet doors and tracks	
AIR CONDITIONING		CONDITION
A	Operating Instructions	
B	Controllers operational	
C	Reaching set temperature	
D	All grilles	
E	Fan Coil Filter Locations	
F	Maintenance Instructions	
G	Commissioning data	


Level 1 : Basic/ Cosmetic Condition Handover Check List - HCL: 001

STAIRS / HALLWAYS		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Doors	
D	Door Locks and hardware	
E	Lighting Fixtures	
F	Banister	
G	Smoke detector	
H	Stairs and treads	
I	Coving	
LAWNS & GARDENS		CONDITION
A	Irrigation System	
B	Layout Drawing	
C	Patio, Terrace, Decking	
D	Planting	
SWIMMING POOL / JACUZZI		CONDITION
A	Operating Instructions	
B	Controllers operational	
C	Reaching set temperature	
D	Maintenance Instructions	
E	Analysis Certificate	
PARKING AREAS /GARAGE		CONDITION
A	Floor and Floor covering	
B	Walls and Ceiling	
C	Doors	
D	Door Locks and hardware	
E	Lighting Fixtures	
F	Smoke detector	
G	Auto Garage door	



Level 1 : Basic/ Cosmetic Condition Handover Check List - HCL: 001

MISCELLANEOUS		CONDITION
A	DB and Load Schedule	
B	Intruder Alarm	
C	Entry Video / phone	
D	Home automation System	
E	Pest Control	
F	Electric Meter	
G	Water Meter	
H	LPG Meter	
I	BTU Meter	
J	DLP Expiry date	

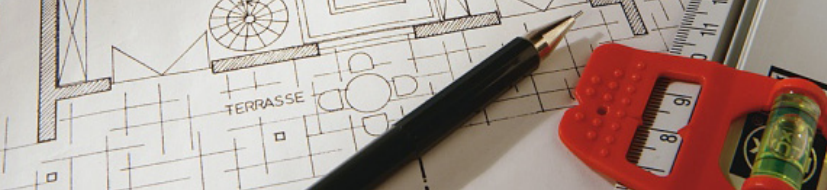
Tenants agree that all fire extinguishers and fire blankets will be maintained annually along with the heat and smoke detectors by a licensed operator on behalf of the managing agent / owners association if in a multi tenanted dwelling in accordance with Civil Defence requirements.

This cost is recoverable through the service charge and is not negotiable.

Inspection Date:

Owner / Agent Signature:

Tenant Signature:



Level 1 : Basic/ Cosmetic Condition Check list -HO: 001 Appendixes:

APPENDIX	AREA
Appendix 1	Lounge
Appendix 2	Kitchen
Appendix 3	Dining Room
Appendix 4	Bathroom
Appendix 5	Bedroom
Appendix 6	Stairs / Hallways
Appendix 7	Air Conditioning
Appendix 8	Lawns / Gardens / Patios
Appendix 9	Swimming Pool / Jacuzzi
Appendix 10	Parking Areas / Garage
Appendix 11	Miscellaneous



Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 1 - Lounge		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
		• Bare concrete sealed
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Coving and skirting	• No cracks, joints invisible
		• Fully painted
D	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
E	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
F	Lighting Fixtures	• Any door closers adjusted correctly
		• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
G	Windows and screens	• No connection blocks are visible
		• All windows are secure in frames
		• Windows that open – the locks are ok
		• Windows do not open too far a child could fall out
H	Smoke detector	• Fitted insect screens all ok
		• Fitted to Ceiling and indicator lights flashing
I	Ventilation Grilles	• Intact and fitted squarely into position
J	Data and Power sockets	• Securely fitted
		• Power sockets – holes shuttered, 3 pin type with switch
		• 45cm above floor level


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 2 - Kitchen		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
D	Doors, Locks, hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
E	Lighting Fixtures	• Any door closers adjusted correctly
		• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
F	Windows and screens	• No connection blocks are visible
		• All windows are secure in frames
		• Windows that open – the locks are ok
		• Windows do not open too far a child could fall
G	Heat detector	• Fitted insect screens all ok
		• Fitted to Ceiling and indicator lights flashing
		• Intact and fitted squarely into position
H	Ventilation Grilles	• Securely fitted
		• Power sockets – holes shuttered, 3 pin type with switch
		• Power Sockets more than 2 Metres from sink
		• 45cm above floor level
I	Data and Power sockets	• Free from scratches and marks
		• Doors open and close correctly
		• Doors adjusted squarely to cabinet carcass
J	Cabinets	


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 2 - Kitchen		Guidelines to assist assessment
K	Counters	• Secure
		• No gaps in counter joints
		• At joints, counter tops same colour
L	Water Heater	• Isolator has neon light
		• Isolator not within 2Meters of sink / water supply
M	Stove, Oven ,Range Hood	• All are operational
		• User Manuals are available
		• Filters fitted to range hood
N	Fridge freezer	• Operational
		• User Manual are available
O	Dishwasher	• Operational
		• User Manual available
P	Garbage Disposal Unit	• Operational
		• User Manual available
Q	Washing Machine Dryer	• Operational
		• User Manual available
R	Microwave	• Operational
		• User Manual available
S	Extinguisher/ Fire Blanket	• Available and mounted to wall
		• Ensure maintenance agreement in place
T	LPG Detector / Isolator	• Detector fitted if mains LPG available
		• Fitted no higher than 45cm from floor
U	Plumbing	• All taps operational and shut off tight
		• Taps secure to sink top
		• All water drains form sinks correctly
		• Plug available for sink
		• Overflow fitted to sink
		• No leaks under sink


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 3 - Dining Room		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Coving and skirting	• No cracks, joints invisible
		• Fully painted
D	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
E	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
		• Any door closers adjusted correctly
F	Lighting Fixtures	• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
		• No connection blocks are visible
G	Windows and screens	• All windows are secure in frames
		• Windows that open – the locks are ok
		• Windows do not open too far a child could fall
		• Fitted insect screens all ok
H	Smoke detector	• Fitted to Ceiling and indicator lights flashing
I	Ventilation Grilles	• Intact and fitted squarely into position
J	Data and Power sockets	• Securely fitted
		• Power sockets – holes shuttered, 3 pin type with switch
		• 45cm above floor level


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 4 - Bathroom		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Coving and skirting	• No cracks, joints invisible
		• Fully painted
D	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
E	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
F	Lighting Fixtures	• Any door closers adjusted correctly
		• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
G	Windows and screens	• No connection blocks are visible
		• All windows are secure in frames
		• Windows that open – the locks are ok
		• Windows do not open too far a child could fall
H	Counters	• Fitted insect screens all ok
		• Secure
		• No gaps in counter joints
I	Ventilation Grilles	• At joints, counter tops same colour
		• Intact and fitted squarely into position



Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 4 - Bathroom		Guidelines to assist assessment
J	Plumbing / shower head	• No leaks
		• Shower Head adjustable
		• All taps and Shatafa operational and shut off tight
		• Taps secure to basin and bath top
		• All water drains form basins correctly
		• Plug available for basin
		• Overflow fitted , plug fitted to basin /bath and no leaks under basin
		• Shower controller secure and operational
K	Bathtub / Shower cubicle	• No scratches, blemishes or marks to surfaces
		• Cubicle door closes correctly and forms good seal
L	Toilet	• Cistern tight shut off, flush ok by handle / button, flushes all around pan
		• Toilet bowl and seat - secure and intact
		• No leaks
M	Extract Fan	• Operational
N	Water Heater	• Isolator has neon light
		• Isolator outside bathroom
O	Mirrors	• Securely fixed to wall
		• No scratches or blemishes on surface
		• No sharp edges
P	Shaving Socket	• Is it operational and securely fixed to wall
Q	Soap dishes / roll holder	• Available and secure
		• No blemishes


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 5 - Bedroom		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Coving and skirting	• No cracks, joints invisible
		• Fully painted
D	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
E	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
		• Any door closers adjusted correctly
F	Lighting Fixtures	• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
		• No connection blocks are visible
G	Windows and screens	• All windows are secure in frames
		• Windows that open – the locks are ok
		• Windows do not open too far a child could fall
		• Fitted insect screens all ok
H	Smoke detector	• Fitted to Ceiling and indicator lights flashing
I	Ventilation Grilles	• Intact and fitted squarely into position
J	Data and Power sockets	• Securely fitted
		• Power sockets – holes shuttered, 3 pin type with switch
		• 45cm above floor level
K	Closet doors and tracks	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
		• Doors slide on tracks freely and securely



Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 6 - Stairs & Hallways		Guidelines to assist assessment
A	Floor and Floor covering	• Cracked, scratched or chipped tiles
		• Tiles level with adjacent tiles
		• Grouting between tiles OK & uniform
		• Bare concrete sealed
B	Walls and Ceiling	• No cracks
		• Fully painted
		• Access hatches in ceiling snug fit
		• Ceiling tiles fit grid correctly
C	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
D	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
E	Lighting Fixtures	• Any door closers adjusted correctly
		• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
F	Banister	• No connection blocks are visible
		• Extends full length of stairs from top to bottom
G	Smoke detector	• Secure to wall
		• Fitted to Ceiling and indicator lights flashing
H	Stairs and treads	• No loose treads
		• Any fitted nosings must be secure and intact
I	Coving & Skirting	• No cracks, joints invisible
		• Fully painted


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 7 - Air Conditioning		Guidelines to assist assessment
A	Operating Instructions	• Manual Available
B	Controllers operational	• When switched to cooling does it cool • Fan Speeds vary
C	Fan Coil Filter Locations	• Location of access to any Fan Coil Unit Filters to be established
D	Maintenance Instructions	• Frequency of cleaning filters • Frequency of recommended maintenance to unit by specialist
Appendix 8 - Lawns/Gardens/Patio		Guidelines to assist assessment
A	Irrigation System	• Operational • Operational and Maintenance Manual available • Extends to all areas requiring watering
B	Layout Drawing	• Routes of irrigation pipework, location of valves • Layout and content of planting
C	Patio, Terrace, Decking	• All flooring secure, no loose block paving, tiling, decking etc. • Any grout fully infill's spaces between tiling
D	Planting	• All plants appear to be thriving with none dead requiring replacement • All grass extends across lawn area without need for overseeding
Appendix 9 - Swimming Pool/Jacuzzi		Guidelines to assist assessment
A	Operating Instructions	• Manual Available in understandable language
B	Controllers operational	• Do jet blowers / pumps work • Lighting Controllers operational
C	Reaching set temperature	• Does Jacuzzi reach the temperature setting
D	Maintenance Instructions	• User maintenance and cleaning instructions • Frequency of specialist maintenance • Chemical Safety
E	Analysis Certificate	• Copy of last water analysis certificate no older than 12 months • Certificate to be signed and stamped by Independent Laboratory


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 10 - Parking Areas/Garage		Guidelines to assist assessment
A	Floor and Floor covering	• Flooring bare concrete sealed
		• Epoxy flooring intact no cracks and clean
B	Walls and Ceiling	• Dependent upon finishes
C	Doors	• No large gaps around door to frame
		• Door painted / stained correctly
		• Door closes without forcing
D	Door Locks and hardware	• Handles open the catch correctly
		• All screws fitted to handles and hinges
		• Three keys available for each lock
		• All keys work correctly
E	Lighting Fixtures	• Any door closers adjusted correctly
		• All lights are working
		• All switches secure and operational
		• No coloured wires are visible
F	Smoke detector	• No connection blocks are visible
		• Fitted to Ceiling and indicator lights flashing
G	Auto Garage door	• Opens quickly and smoothly
		• Closes quickly and smoothly
		• Manual opening possible if auto failed
		• Operational and maintenance manual available


Level 1 : Basic/Cosmetic Condition Check List - HO:001 Guidelines

Appendix 11 - Miscellaneous		Guidelines to assist assessment
A	DB and Load Schedule	• Open door of electrical board, are blanks fitted to spare fuse ways
		• Is a fuse breaker legend and load schedule fitted inside door
B	Intruder Alarm	• Functional
		• Operating and maintenance manual available
		• No loose hardware e.g. alarm box, detectors, panic buttons
D	Home automation System	• Functional
		• Operating and maintenance manual available
		• No loose hardware, e.g. Control Unit, handset
E	Pest Control	• Pest Control is available and ongoing for the unit
F	Electric Meter	• The meter is available and can be read
		• Take meter reading and meter serial number upon moving in
G	Water Meter	• The meter is available and can be read
		• Take meter reading and meter serial number upon moving in
H	LPG Meter	• The meter is available and can be read
		• Take meter reading and meter serial number upon moving in
I	BTU Meter	• The meter is available and can be read
		• Take meter reading and meter serial number upon moving in
J	DLP Expiry date	• If new property enquire about end of defect liability period date

Level Two MEFMA Handover Checklist (fig. B)

- Level Two MEFMA Document Handover Checklist
- Level Two MEFMA MEP Checklist
- Level Two MEFMA Landscaping And External Checklist

Level 2 : MEFMA Document Handover Checklist

PROPERTY ADDRESS:

OWNER AGENT NAME:

TENANT NAME:

INSPECTION DATE:

AS BUILT DRAWING LIST (CIVIL/INTERIORS)

SI NO	DRAWING DESCRIPTION	HARD COPY	CD COPY	REMARKS
1	PARTITION LAYOUT			
2	FURNITURE LAYOUT			
3	FLOORING LAYOUT			
4	REFLECTED CEILING LAYOUT			
5	STRUCTURAL LAYOUT			
6	PLANS, SECTIONS & INTERNAL VIEWS			
7	KEY PLAN			
8	SECTIONS & DETAILS			
9	OTHERS			

AS BUILT DRAWING LIST (MECHANICAL/PLUMBING)

SI NO	DRAWING DESCRIPTION	HARD COPY	CD COPY	REMARKS
1	HVAC EQUIPMENT SCHEDULE			
2	COORDINATED SERVICES LAYOUT			
3	A/C DUCTING LAYOUT			
4	DETAILS VENTILATION LAYOUT			
5	HEAT LOAD CALCULATION			
6	WATER SUPPLY LAYOUT			
7	LPG DISTRIBUTION LAYOUT			
8	DRAINAGE LAYOUT			
9	FIRE PROTECTION LAYOUT			
10	OTHERS			


Level 2 : MEFMA Document Handover Checklist
AS BUILT DRAWING LIST (ELECTRICAL)

SI NO	DRAWING DESCRIPTION	HARD COPY	CD COPY	REMARKS
1	LOAD SCHEDULE			
2	LIGHTING LAYOUT			
3	POWER LAYOUT			
4	SINGLE LINE DIAGRAM			
5	FLOOR BOX LAYOUT			
6	FIRE ALARM LAYOUT			
7	OTHERS (DATA)			

APPROVALS

SI NO	DESCRIPTION	HARD COPY	CD COPY	REMARKS
A	GARBAGE DISPOSAL SYSTEM			
1	Disposal methods / contract must be decided			
2	Chutes must be ready for usage			
3	Garbage room must be ready, bins must be in position and ready for use			
B	TRAINING PROGRAM			
1	Training Schedule			
2	Training Manuals & Handouts			
3	Recording of training			
C	TRANSITION HANDOVER			
1	Final Snag List issued by Consultant			
2	DLP Organizational Chart			
3	Details of Extended Warranties			
4	Procured Maintenance			
5	Meter readings at time of Handover			

SI NO	APPROVAL DESCRIPTION	HARD COPY	CD COPY	REMARKS
1	DEWA APPROVAL			
2	DUBAI MUNICIPALITY APPROVAL			
3	CIVIL DEFENCE INSPECTION CERTIFICATE			
4	OTHERS			

Level 2 : MEFMA Document Handover Checklist


OPERATION AND MAINTENANCE MANUALS (Should be as per BSRIA Guide BG 1/2007 Handover, O&M Manuals & Project Feedback)

SI NO	DESCRIPTION	HARD COPY	CD COPY	REMARKS
1				
2				
3				
4				

WARRANTIES

SI NO	DESCRIPTION	HARD COPY	CD COPY	REMARKS
1				
2				
3				
4				

COMMENTS:**Inspection Date:**
Inspector:
Contractor/Agent:
Signature:

Level 2 : MEFMA MEP Checklist



PROPERTY ADDRESS:

OWNER AGENT NAME:

TENANT NAME:

INSPECTION DATE:

SI No.	DESCRIPTION	YES	NO	NA	REMARKS
A	FIRE ALARM SYSTEM				
1	Emergency Lighting and Fire Exit Lights working?				
2	Control Panel Zone Identification provided?				
3	Control Point Break - glasses intact?				
4	Control Panels Key and Call Point Test Keys provided?				
5	Control Panel Cleaned and without Fault Display?				
6	Fire Alarm Functional?				
7	Control Panel Functional?				
B	SWITCHES / SOCKETS				
1	Function Satisfactory?				
2	Aligned Properly?				
3	External Fixtures Conform to IP Standard Rating?				
4	Emergency Lighting and Fire Exit Lights working?				
C	DISTRIBUTION BOARDS				
1	Indication Lamps Functional?				
2	Danger Sticker Provided?				
3	Cables Termination Satisfactory?				
4	Unused openings provided with Blanking Plates?				
5	Door earth Grounding Provided?				
6	Cables Identified with Tags?				
7	Existing Cable Circuits Tested?				
8	Identification Stickers Provided?				
9	Load Distribution Schedule Provided?				
10	Enclosure Interior clear of debris?				
11	Material Functional?				
12	Selector Switch Functional?				
D	CABLE TRUNKING / TRAYS				
1	Tray / Trunking fixed with supports?				
2	Copper Links provided at Joints?				
3	Rough Edges / Bars removed?				
4	Standard Accessories Provided?				



Level 2 : MEFMA MEP Checklist

SI No.	DESCRIPTION	YES	NO	NA	REMARKS
E	EXTRACT FANS				
1	Control Functions?				
2	Cleanliness?				
3	Noisy?				
F	CABLES INSTALLATION				
1	Cables Identification provided?				
2	Fixed properly using standard cable cleats?				
3	Flexible-GI Conduits used for final connections on the equipments (external)?				
4	Cables Joints are made with standard joint kits?				
5	Terminations Satisfactory?				
6	GI Conduits used for external application?				
G	HVAC				
1	A/C System CHWS System <input type="checkbox"/> Package Unit <input type="checkbox"/>				
2	Thermostat location / functional?				
3	Walls grilles / diffuser clean?				
4	Comfort condition temperature?				
5	Noise level - have acoustic readings been taken?				
6	A/C System Testing & Commissioning / Report?				
7	Extract Fans in Toilet functional / noise?				
8	Shade protection to roof / exposed equipment / tank?				
9	Exposed equipment isolator cable - neatly dressed /finished?				
10	External ducted installation Aluminium cladding / foster final coat?				
11	Roof equipment vibration isolators?				



Level 2 : MEFMA MEP Checklist

SI No.	DESCRIPTION	YES	NO	NA	REMARKS
H	PLUMBING				
1	Connection of all mixers and leak check?				
2	Water pressure at all outlets?				
3	Hot cold water supply at all outlets?				
4	Is main service valve in each toilet accessible?				
5	Are water pump tested and commissioned?				
6	Is pump pressure switch safety control functional?				
7	Water heater safety valve provided?				
8	Safety Valve Drain provided?				
9	Is clean water available to the end user?				
10	Has the water tank been cleaned and Chlorinated in the last 12 months?				
11	Have water samples been analyzed at an independant laboratory in the last 3 months?				
12	Is the installation inclusive of "leak audit" provision?				
13	Has the "leak audit" provision been tested?				
14	System testing and Commissioning				
I	FIRE FIGHTING SYSTEM				
1	Fire fighting pumps (Jockey, Deisel and Electrical pumps must be active)				
2	All flow switches must be active/working properly?				
3	Have all fixed and canvas hose reels been inspected in last 3 months				
4	Breaching inlet must be active (ready to use)?				
5	Have all portable extinguishers been inspected every month and maintained within the last 12 months?				
J	TESTING & COMMISSIONING				
1	Mechanical, Electrical & Automated specification documents?				
2	Asset register?				
3	BMU's thorough examinations?				
4	HVAC - Balancing & Commissioning. Witnessing?				
5	Plumbing (Jockey Pump + Electric Pump + Deisel Pump)?				
6	Electrical - Load Schedules, Meters, Earthing, Lighting Protection?				



Level 2 : MEFMA MEP Checklist

SI No.	DESCRIPTION	YES	NO	NA	REMARKS
K	FIRE INTERFACING CONNECTION				
1	FAHU?				
2	Exhaust / Extract System?				
3	Pressurization System?				
4	Access Control System?				
5	Gate Barriers?				
6	Elevators?				
7	BMS?				
8	Public Address / Voice Alarm System?				
9	Etc. (FM200), (Fire Fighting)?				
L	DOMESTIC WATER SYSTEM				
1	Water Tanks - Cleaned and must be ready for use - certified?				
2	All Pumps must be active. (Including standby pumps)?				
3	Water meters must have been installed?				
4	Water quality test certificate (Super chlorination) should be done before customer move in date?				
5	Water Features - test certificates?				
M	DRAINAGE SYSTEM				
1	All sump pumps must be tested & commissioned. The complete drainage system must be cleared from any choking. Plug must be removed and line must be connected to the infrastructure before the move in date?				
N	INFRASTRUCTURE ENTRY POINTS AND LOCATIONS				
1	Electricity supply from utility company - meter schedule?				
2	Water supply from utility company - meter schedule?				
3	Storm / Rain Water Connection?				
4	Sewage Line Connection?				
5	District Cooling Plant Connection if applicable - meter schedule?				
6	Control Philosophy (Chilled Water & Heater Exchanger if on district cooling)?				

Inspection Date:

Inspector:

Contractor / Agent:

Signature:


Level 2 : MEFMA Landscaping & External Checklist

PROPERTY ADDRESS:

OWNER AGENT NAME:

TENANT NAME:

INSPECTION DATE:

SI No.	DESCRIPTION	YES	NO	NA	REMARKS
A	FIRE ALARM SYSTEM				
1	Is the site clean?				
2	Are all cut block edges neat & tidy?				
3	Is all landscaping done as per approval?				
4	Are all plants healthy and irrigation nozzles and drippers working properly?				
5	Are tiled area joints properly filled / grouted?				
6	Are all building / paving joints insect sealed?				
7	Is there any noise generated from the plant room/s?				
8	Is the roof access ladder clean?				
9	Do all external light fittings/fixtures align horizontally?				
10	Are all asphalt paved areas clean and undamaged?				
11	Do all landscape paving slabs aligned?				
12	Are all surface water drain / soak away tested?				
13	Is there excessive overspray from irrigation water?				
14	Is the roof access ladder location concealed?				
15	Are swimming pool commissioned and regular maintenance / cleaning protocol in place?				
16	Is life saving equipment / instruction board in place?				
17	Is the pool cleaning equipment located and stored properly?				
18	Are all external windows surfaces clean?				
19	Are operating instructions kept for all equipment?				
20	Is all externally fixed plant/equipment suitably shaded?				
21	Do the automatic gates function properly and is there a manual code?				
22	Is there a waste disposal storage facility provided?				
23	Is irrigation control (valves/pumps) panel clearly labeled?				

Inspection Date:
Inspector:
Contractor / Agent:
Signature:

Recommendations

- Whether a condition review is required should be the decision of the buyer
- The checklist formats developed should be recommended for best practice, and not mandatory
- The checklist formats should be set in an escalating staged manner and in two levels

Members Bios

Mohammed Al Falasi

Mohammed Al Falasi's proven facilities management skills have helped turn "break even" projects into profitable business ventures through cost-saving solutions for alternative means as well as enhancing processes and designs. With eight years experience in management-level position in Facilities Management and the Oil Field Services industry, AlFalasi has built a reputation as a decisive, action-oriented and results-focused person. He has spent the last seven years of his career focusing on business management, development and service delivery.

AlFalasi holds a Bachelor's Degree in Mechatronics from the London South Bank University in London, UK. He also has a Diploma in Mechatronics from Dubai Men's College – Dubai, UAE. Moreover, AlFalasi is Certified in Higher End Technologies by the Training Center in Oklahoma, USA, while he is also Certified in Xpert 18 – Production Logging – by the Schlumberger British Training Center (BTC) in Edinburgh, UK.

Martin Seward-Case

B.Sc(QS) MBA FRICS

Involved in the UAE Construction, Property and FM sectors for almost 20 yrs, Martin is a Chartered Surveyor (RICS) with an MBA. As Chairman of the RICS UAE Group from 2008 to 2010, Martin has been well placed to present at Industry functions and interact with think-tanks such as MEFMA. Apart from representing Contractors, Developers, Consultants and FM Service Providers, his background includes a period as a Facilities Consultant to British Airways Properties headquarters at Heathrow.

He is currently a partner at RMS, a member of the Mohammed Al Otaiba group where RMS provide a diverse range of Asset Management services to Developers and End Users.

Phil Terzza

Philip is a very knowledgeable senior facilities manager with extremely strong technical, engineering, Health & Safety and Training expertise. He has over 19 years experience in the facilities management industry. His technical experience covers Commercial, Residential, Retail and Marine operations coupled with four years in the Middle East. He is currently working on a number of projects relating to, asset management, Health & Safety and Quality Assurance producing process documentation. His primary field of expertise lies in the development of technical strategies and solutions providing enhanced life cycle performance, asset protection and a managed risk position to business critical environments. Phil has worked for a number of organisations in the private and public sectors both in the UK and Middle East and is a regular contributor to International FM periodicals.

Members Bios

Khalid Nasser A. Al Mannai

Khalid Nasser A. Al Mannai is the Chief Executive Officer of Waseef - a leader in Engineering, Communication and Strategic Planning. Prior to this appointment, he held a succession of management positions with various reputable companies throughout 14 years of remarkable experience and professional background from Qatar Petroleum through Q-Chem, Dolphin to BBMC.

Mr. Al Mannai's portfolio includes large scales of projects in the industry as he is also the CEO of BBMC and a Board Member of various influential private and governmental associations including TAS and SMEET companies. His current responsibility as the CEO of Waseef is to implement the strategy goals of the organization. With his determination and hard work, Mr. Al Mannai will be able to give directions and leadership toward the achievements of the organization's responsibility, mission, strategy and its annual goals and objectives.

Al Mannai hold a degree in B.Sc in Electrical Engineering from Qatar University in 1997.

Ahmed Hussein

Ahmad is currently the Director of the Facilities operation Department at the Emirates Integrated Telecommunications Company (du). He recently joined du in June 2010. Previously he worked as Director of the Facilities Management Department from 2005 to 2010 at the Engineer's Office of H.H. Sheikh Mohammed Bin Rashid Al Maktoum. He also worked in the Facilities Management profession as a Maintenance Engineer, from 2002 to 2005, at Zakum Development Company. In 2001 he was a marine engineer with BP, North America.

Ahmad obtained his Bachelors in Mechanical Engineering from Northumbria University, UK and his Masters in Engineering Management from Sunderland University, UK. He has recently obtained his executive diploma in public administration from the National University of Singapore and is currently completing the prestigious "Mohammed Bin Rashid Program" for Leadership Development. Ahmad is also a Board member of Middle East Facility Management Association and a member of the Dubai Quality Group.

Ahmad has been the Vice President of the U.A.E student union in UK and Ireland as well as an active member in the Gulf Student Confederation, and has coached U.A.E students during 2002 and 2003.

For additional information, please contact;

Sinead Bridgett

Membership and Event Director, MEFMA

P.O. Box 126026 Dubai, UAE

Mobile: +971 50 8491447

sinead@mefma.org

www.mefma.org