

# Practical Completion & Hand-Over Application Package

## Landscape Works

### Application Details

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant Organisation Name: \_\_\_\_\_

Client Organisation Name: \_\_\_\_\_

**Submit:** 'Attention Manager Works' to [admin@kwinana.wa.gov.au](mailto:admin@kwinana.wa.gov.au) or PO Box 21, Kwinana WA 6966

## Document Control

Rev No.	Date	Revision Details	Author	Reviewer	Approved
1	20/11/12	Initial Document	TM	DB	DB
2	20/5/13	Conversion to PDF form & minor updates	TM	DB	DB

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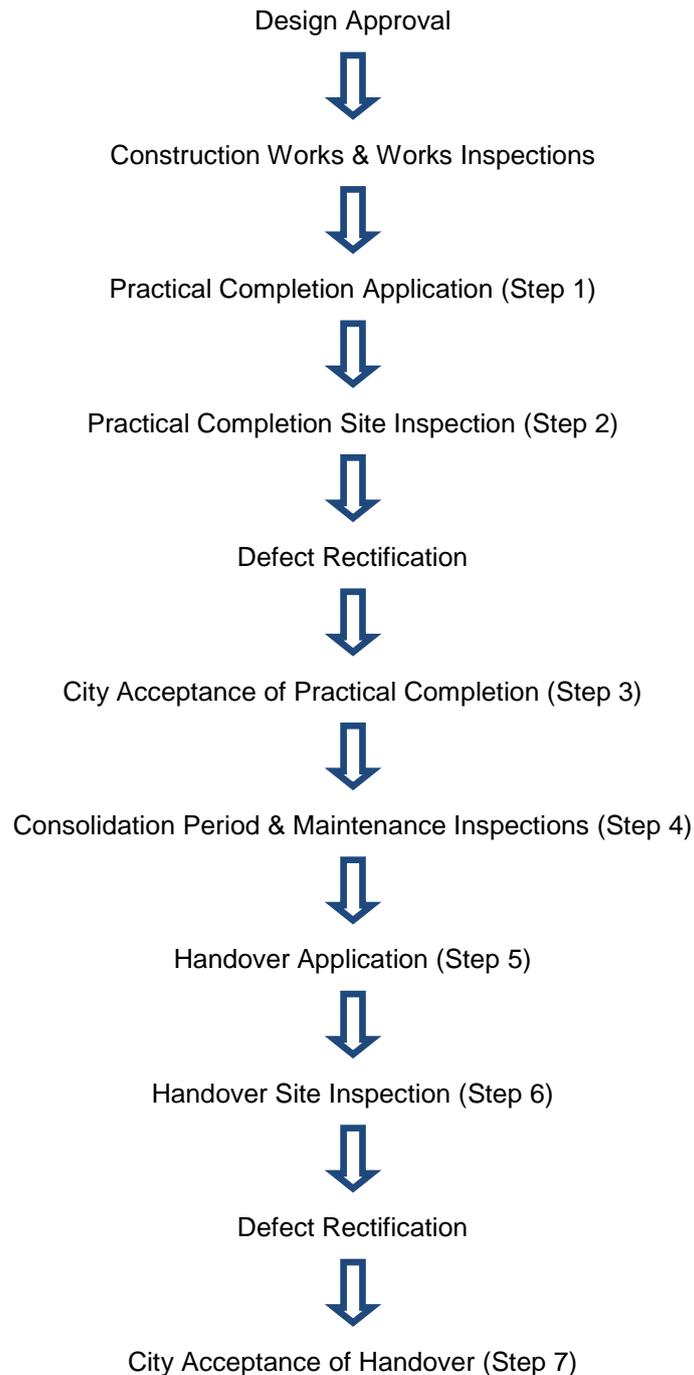
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## Introduction

This Practical Completion & Hand-Over Application Package outlines the process and requirements for the transfer of landscape assets to the City of Kwinana.

All assets are to be designed, supplied, installed and maintained as per the City of Kwinana Public Open Space & Streetscape Development Guidelines 2013.

## Handover Process



## Application Checklist

Landscape Asset Handover Process Checklist	
<b>Design</b>	
<input type="checkbox"/>	Designed as per City of Kwinana Public Open Space & Streetscape Development Guidelines 2013
<input type="checkbox"/>	Design approval issued by City of Kwinana
<b>Construction</b>	
<input type="checkbox"/>	All plant, equipment & materials supplied & installed as per approved design and in accordance with the City of Kwinana Public Open Space & Streetscape Development Guidelines 2013
<input type="checkbox"/>	Irrigation pipe-work backfill inspection undertaken & approved by City of Kwinana Representative
<b>Step 1 - Practical Completion Application</b>	
<input type="checkbox"/>	All specified quantity data supplied
<input type="checkbox"/>	All applicable as-constructed drawings & Auto-CAD/DXF data supplied
<input type="checkbox"/>	Irrigation (Bore) installation & maintenance information supplied
<input type="checkbox"/>	Irrigation (Reticulation) installation & maintenance information supplied
<input type="checkbox"/>	Landscape installation & maintenance information supplied
<input type="checkbox"/>	Proposed date for Practical Completion Site Inspection (minimum 14 days notice)
<b>Step 2 - Practical Completion Inspection</b>	
<input type="checkbox"/>	Inspection appointment confirmed with City Representative minimum of 48 hours prior
<input type="checkbox"/>	Inspection undertaken by City Representative & notification of defects issued
<input type="checkbox"/>	Defects rectified & City notified
<b>Step 3 - Acceptance of Practical Completion</b>	
<input type="checkbox"/>	City re-inspection of defects and acceptance of Practical Completion
<b>Step 4 - Consolidation Period</b>	
<input type="checkbox"/>	Maintenance undertaken as per City of Kwinana Public Open Space & Streetscape Development Guidelines 2013
<input type="checkbox"/>	Monthly reporting of irrigation bore meter readings to City Representative (to be undertaken in the first week of each month)
<b>Step 5 - Handover Application</b>	
<input type="checkbox"/>	All specified documentation submitted with Practical Completion Application or attached
<input type="checkbox"/>	All specified maintenance data supplied
<input type="checkbox"/>	All warranties & guarantees supplied

<input type="checkbox"/>	Proposed date for Handover Site Inspection (minimum 30 days notice)
<b>Step 6 - Handover Inspection</b>	
<input type="checkbox"/>	Inspection appointment confirmed with City Representative 7 days prior
<input type="checkbox"/>	Inspection undertaken by City Representative & notification of defects issued
<input type="checkbox"/>	Defects rectified & City notified
<b>Step 7 - Acceptance of Handover</b>	
<input type="checkbox"/>	City re-inspection of defects and acceptance of Handover (official notification issued within 7 days of defect free inspection)

**Use of Application Package**

Applicants are to complete and submit **all** sections of this Package up to and including the process stage at which they are applying for.

## Practical Completion

## STEP 1

### Practical Completion Application - Landscape

Applicants to answer all questions. Non-applicable questions to be marked 'NA'.

Unless otherwise arranged by the applicant irrigation shall be demonstrated at landscape inspection.

#### A. Landscape Details

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

#### B. Applicant Details

Organisation Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

#### C. Asset Details

Asset Quantities			
Item	Asset	Unit	Quantity
1	Total area	m <sup>2</sup>	
2	Irrigated area	m <sup>2</sup>	
3	Non-irrigated area	m <sup>2</sup>	
4	Turf area	m <sup>2</sup>	
5	Irrigated garden bed area	m <sup>2</sup>	
6	Dry-bed / bush-land area	m <sup>2</sup>	
7	Path area (including exposed aggregate)	m <sup>2</sup>	
8	Hardstand area (including exposed aggregate)	m <sup>2</sup>	
9	Paved area	m <sup>2</sup>	
10	Total garden bed kerbing length	Lm	
11	Total vehicle kerbing length (within lot boundary only)	Lm	
12	Carpark/road area (within lot boundary only)	m <sup>2</sup>	
13	Number of plants planted	No.	

14	Number of trees planted	No.	
15	Installation value of playground (equipment only)	Exc GST	\$
16	Area of playground soft-fall	m <sup>2</sup>	
17	Installation value of soft-fall	Exc GST	\$
18	Shade sail area	m <sup>2</sup>	
19	Installation value of shade sails	Exc GST	\$
20	Number of BBQs	No.	
21	Number of Bins	No.	
22	Number of drink fountains	No.	
23	Number of park table settings	No.	
24	Number of park bench seats	No.	
25	Number of gates	No.	
26	Total fence length	Lm	
27	Number of bollards	No.	
28	Number of light poles (within lot boundary only)	No.	
29	Number of irrigation stations	No.	
30	Number of solenoid valves	No.	
31	Number of pop-up gear drive sprinklers	No.	
32	Number of pop-up fixed head sprinklers	No.	
33	Number of MP Rotator sprinklers	No.	
34	Number of tree bubblers	No.	
35	Length of walls (500mm+)	Lm	
36	Area of timber/composite boardwalk/lookout	m <sup>2</sup>	
37	Area of built structures (gazebos, info shelters, etc)	m <sup>2</sup>	
38	Area of buildings (toilets, halls, pavilions, etc)	m <sup>2</sup>	

**D. Irrigation (Bore) Details**

Bore ID: \_\_\_\_\_

Bore Location: \_\_\_\_\_

Installation Contractor Name: \_\_\_\_\_

Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

Date of Bore Commission: \_\_\_\_\_

Water License Number: \_\_\_\_\_

Iron Bacteria Filtration System: Yes No

As Constructed Drawings Attached/Submitted: Yes No

**E. Irrigation (Reticulation) Details**

Installation Contractor Name: \_\_\_\_\_

Date of Pipe-Work Backfill Inspection: \_\_\_\_\_ (Inspection by City)

Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

As Constructed Drawings Attached/Submitted: Yes No

**F. Landscape Details**

Installation Primary Contractor Name: \_\_\_\_\_

Installation Primary Contractor Contact: \_\_\_\_\_

Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

As Constructed Drawings Attached/Submitted: Yes No

**G. Practical Completion Site Inspection**

Proposed Inspection Date: \_\_\_\_\_ (min. 14 days notice)

Proposed Inspection Time: \_\_\_\_\_

Proposed Meeting Location: \_\_\_\_\_

Applicant Inspection Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant to confirm inspection appointment with City of Kwinana a minimum of 48 hours prior.**

**STEP 2**

**Practical Completion Site Inspection - Landscape**

To be completed by City of Kwinana Representative at site inspection.

**A. Inspection Details**

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**B. City Representative Details**

Primary Inspector: \_\_\_\_\_

Irrigation Supervisor: \_\_\_\_\_

Building Supervisor: \_\_\_\_\_

Other Staff Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Applicant Representative Details**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Checklist Key**

- S = Satisfactory - Approved for acceptance
- IC = Incomplete - Works required to complete
- UA = Unacceptable - Works required to rectify non-compliance, defects or damage

## PRACTICAL COMPLETION SITE INSPECTION CHECKLIST

Item	Asset	S	IC	UA	Comments
<b>1. Irrigation (Bore)</b>					
1.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Plant, equipment & electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Pressure test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Filter compound (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Irrigation (Reticulation)</b>					
2.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Mainline pressure test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	All sprinklers present & operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Turf</b>					
3.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Weed free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	No gradient exceeds 1:6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Mower clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Garden Beds</b>					
4.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Weed free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	75-100mm mulch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Complete, even mulch cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Plants</b>					
5.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Spacing & clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Trees</b>					
6.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.3	Spacing & clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Bole mulch 75-100mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Weed & grass free bole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Remnant tree deadwood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Paths, Hardstands &amp; Paving</b>					
7.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Joint spacing (concrete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Kerbing</b>					
8.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Joint spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Alignment & tolerance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Signage</b>					
9.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Bins</b>					
10.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. BBQs</b>					
11.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Playground, Soft-fall &amp; Shade Sails</b>					
12.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.3	AS. compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13. Furniture (Seats, Benches, Picnic Tables)</b>					
13.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.3	Paint/oil/seal (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14. Sports Equipment					
14.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Car Park					
15.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.3	Line marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Gates					
16.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Fencing					
17.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.3	Plumb & alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Bollards					
18.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.3	Plumb & alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Lighting					
19.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.3	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Water Fountain (Drink)					
20.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.3	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Water Feature / Water Body					
21.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.3	Weed, algae & litter free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

21.4	Clear water appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.5	Fountain/aerator operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>22. Drainage &amp; Sumps</b>					
22.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.3	No gradient exceeds 1:6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.3	Rock pitching compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>23. Structures (Gazebos, Info Shelters, Boardwalks, etc)</b>					
23.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.4	Paint/oil/seal (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>24. Retaining Walls</b>					
24.1	As per drawings & guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE:** Buildings (ablutions, halls, pavilions, etc) within public open space are to be inspected and handed over separately to landscape assets.

**Additional Comments:**

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### STEP 3

## Acceptance of Practical Completion - Landscape

Re-inspection to be undertaken by City Representative following notification from the Applicant that defects have been rectified.

Acceptance of Practical Completion to be dated the day of defect free inspection.

#### A. Landscape Details

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

#### B. Re-Inspection Details

Date of original PC Inspection: \_\_\_\_\_

Date of Re-Inspection: \_\_\_\_\_

Inspector Name & Title: \_\_\_\_\_

Defect Checklist			
Item	Asset	Defect Description	Rectified
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>

#### C. Acceptance of Practical Completion

Date of Acceptance: \_\_\_\_\_

Proposed Handover Date: \_\_\_\_\_ (24 Months)

Manager Name & Title: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **STEP 4**

### **Consolidation Period - Landscape**

Unless otherwise agreed upon, 24 months shall be the minimum consolidation period for all landscape assets. During this period responsibilities are as follows:

#### **Developer**

- A. All maintenance to be undertaken by the Developer as per the City of Kwinana Public Open Space & Streetscape Development Guidelines 2013, including:
  - i. All mowing operations
  - ii. All horticultural operations
  - iii. All irrigation operations
  - iv. All infrastructure maintenance & repairs
  - v. Waste removal
  - vi. BBQ cleaning
- B. Monthly reporting of irrigation bore meter reading/s to the City of Kwinana (to be undertaken in the first week of each month) via email to [admin@kwinana.wa.gov.au](mailto:admin@kwinana.wa.gov.au) (title 'Attention Irrigation Supervisor - Bore Meter Reading' or phone 08 9236 0351).

#### **City of Kwinana**

- A. Quarterly inspections of maintenance practices and asset conditions within all irrigated public open space areas once Practical Completion has taken place.
- B. Notification to Developer of non-compliant maintenance, damaged assets or any hazards identified.
- C. Bore maintenance where the bore has been handed over prior to the handover of remaining irrigation stages.

## Hand-Over

## **STEP 5**

### **Hand-Over Application - Landscape**

Applicants to answer all applicable questions. Non-applicable questions (relating to assets that are not being handed-over) to be marked 'NA'.

Unless otherwise arranged by the applicant, any and all applicable irrigation shall be demonstrated as fully operational at time of landscape practical completion inspection.

#### **A. Landscape Details**

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

#### **B. Applicant Details**

Organisation Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

#### **C. Asset Details**

All Asset Quantity Data Submitted at PC: Yes No Attached

All warranties & guarantees attached: Yes No NA

Details of any subsequently installed assets attached: Yes No NA

#### **D. Irrigation (Bore) Details**

Bore ID: \_\_\_\_\_

Bore Location: \_\_\_\_\_

Date of Practical Completion Acceptance: \_\_\_\_\_

Water License Number: \_\_\_\_\_

Water License Allocation: \_\_\_\_\_ (KL/Annum)

Water License Transfer: NA In Progress Complete

Date of Bore Commission: \_\_\_\_\_

Date of Bore Redevelopment: \_\_\_\_\_

Current Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

Last 12 months Total Bore Maintenance Expenditure: \$ \_\_\_\_\_

Iron Bacteria Filtration System: Yes No

As Constructed Drawings Submitted at PC: Yes No Attached

**E. Irrigation (Reticulation) Details**

Date of Practical Completion Acceptance: \_\_\_\_\_

Current Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

Last 12 months Total Maintenance Expenditure: \$ \_\_\_\_\_

As Constructed Drawings Submitted at PC: Yes No Attached

**F. Landscape Details**

Date of Practical Completion Acceptance: \_\_\_\_\_

Current Maintenance Contractor Name: \_\_\_\_\_

Maintenance Contractor Contact: \_\_\_\_\_

Last 12 months Total Maintenance Expenditure: \$ \_\_\_\_\_

As Constructed Drawings Submitted at PC: Yes No Attached

**G. Hand-Over Site Inspection**

Proposed Inspection Date: \_\_\_\_\_ (min. 30 days notice)

Proposed Inspection Time: \_\_\_\_\_

Proposed Meeting Location: \_\_\_\_\_

Applicant Inspection Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant to confirm inspection appointment with City of Kwinana 7 days prior to proposed inspection.

**STEP 6**

**Hand-Over Site Inspection Checklist - Landscape**

To be completed by City of Kwinana Representative at site inspection.

**A. Inspection Details**

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**B. City Representative Details**

Primary Inspector Name & Title: \_\_\_\_\_

Irrigation Supervisor: \_\_\_\_\_

Building Supervisor: \_\_\_\_\_

Other Staff Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Applicant Representative Details**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Checklist Key**

- S = Satisfactory - Approved for acceptance
- IC = Incomplete - Works required to complete
- UA = Unacceptable - Works required to rectify non-compliance, defects or damage

## HANDOVER SITE INSPECTION CHECKLIST

Item	Asset	S	IC	UA	Comments
<b>1. Irrigation (Bore)</b>					
1.1	Plant, equipment & electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Pressure test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Filter compound (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Irrigation (Reticulation)</b>					
2.1	Mainline pressure test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	All sprinklers present & operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Turf</b>					
3.1	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Weed free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Pest & disease free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Litter free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Garden Beds</b>					
4.1	Weed free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Litter free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Pest free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	75-100mm mulch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Complete, even mulch cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Plants</b>					
5.1	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Pest & disease free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Pruned & clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Trees</b>					
6.1	Healthy condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Pest & disease free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Bole mulch 75-100mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Weed & grass free bole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.6	Remnant tree deadwood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Paths, Hardstands &amp; Paving</b>					
7.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Stain free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Kerbing</b>					
8.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Signage</b>					
9.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Bins</b>					
10.1	Keyed to City 'B' key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. BBQs</b>					
11.1	Keyed to City 'B' key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Playground, Soft-fall &amp; Shade Sails</b>					
12.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13. Furniture (Seats, Benches, Picnic Tables)</b>					
13.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.2	Paint/oil/seal (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>14. Sports Equipment</b>					
14.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>15. Car Park</b>					
15.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.2	Line marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16. Gates</b>					
16.1	Keyed to City key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>17. Fencing</b>					
17.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.2	Plumb & alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. Bollards					
18.1	Removable keyed to City key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.2	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.3	Plumb & alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Lighting					
19.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.2	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Water Fountain (Drink)					
20.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.2	Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Water Feature / Water Body					
21.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.2	Weed, algae & litter free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.3	Clear water appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.4	Fountain/aerator operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Drainage & Sumps					
22.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.2	Litter & debris free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Structures (Gazebos, Info Shelters, Boardwalks, etc)					
23.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.2	Paint/oil/seal (where app.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Retaining Walls					
24.1	Damage & defect free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**NOTE:** Buildings (ablutions, halls, pavilions, etc) within public open space are to be inspected and handed over separately to landscape assets.

**Additional Comments:**

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## STEP 7

### Acceptance of Hand-Over - Landscape

Re-inspection to be undertaken by City Representative following notification from Hand-Over Applicant that defects have been rectified.

Acceptance of handover to be dated the day of defect free inspection.

#### A. Landscape Details

POS/Streetscape Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date of PC Acceptance: \_\_\_\_\_

#### B. Re-Inspection Details

Date of Original Handover Inspection: \_\_\_\_\_

Date of Re-Inspection: \_\_\_\_\_

Inspector Name & Title: \_\_\_\_\_

Defect Checklist			
Item	Asset	Defect Description	Rectified
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>

#### C. Acceptance of Hand-Over

Date of Acceptance: \_\_\_\_\_

Manager Name & Title: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF DOCUMENT**