

Completion and first occupancy licence

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This is how each phase reads in the adapted contract: what is delivered, by whom, when and how it is accepted. This is the last phase; the full document covers all six.

REQUIREMENT	OWNER	DEADLINE	ACCEPTANCE CRITERION
As-built model of architecture, structure and building services, with every site change included	Contractor	Before handover	Site supervision checks it against the checklist: changes included and differences from what was built within the agreed tolerance
Data for each piece of equipment in the model: make, model, serial number, installation date and warranty	Contractor and installers	Before handover	100 % of listed equipment has all data filled in; checked automatically
Rooms and beds: type, net area and number of beds per room	Architect	With the completion certificate	0 differences from the business plan and the licence
Documents for the first occupancy licence: completion drawings and areas, taken from the model	Architect	With the completion certificate	Drawings and areas match the as-built model
Operation and maintenance manuals and warranties, linked to each piece of equipment	Contractor	At handover	Every piece of equipment in the model has its manual and warranty linked
Delivery in open format, native format and PDF, following the annex naming	Contractor and architect	At handover	Files open without errors on your platform and follow the naming
REVIEW	Student Experience or site supervision replies within 10 days. Anything rejected is fixed within 10 days and checked again.		
CONDITION	An accepted delivery is a condition for signing the completion certificate and for the final contract settlement.		
LOG	Every delivery is logged on your platform with date, author and check result.		

Illustrative example. The final version is tailored to your draft, the council's requirements and, if you share it, your design guide.