SITE survey. APP

SITE SURVEY REPORT

Customer Handover Pack

Prepared for	L. Grant
Date	10 Oct 2026
Site	The Mews, 2 Church Lane
Prepared by	H. Price

FORM

Customer Handover Pack

1. Job

Project	The Mews, 2 Church Lane: kitchen and heating handover (completed example)
Client	L. Grant
Site	2 Church Lane
Site address	The Mews, 2 Church Lane, Bakewell
Handover date	10 Oct 2026
Time	16:00
Date the work was completed	8 Oct 2026
Does the energy efficiency requirement of Part L apply to the work?	Yes
Days from completion to this handover	2
Handed over by	H. Price, Peak Renovations
Work completed	New kitchen, boiler replacement and rewired kitchen circuits.

> Building Regulations 2010, regulation 40 (England and Wales). Where requirement L1 of Part L (conservation of fuel and power) applies to the work, the person carrying it out must, no later than five days after completion, give the owner enough information about the building, its fixed building services and their maintenance requirements for it to be run using no more fuel and power than is reasonable.

2. Documents and keys

Certificates	Electrical installation or minor works certificate
Manuals and warranties	Manufacturer manuals, Product warranties, Workmanship guarantee
Keys or fobs handed over	2

Certificates and documents to follow 1: Building regulations compliance certificate (competent person scheme)

Document	Building regulations compliance certificate (competent person scheme)
Who will send it	Gas Safe Register, by post to the customer
Expected by	3 Dec 2026

Days from the handover	54

Certificates and documents to follow 2: Product warranty registration

Document	Product warranty registration
Who will send it	H. Price, registering the boiler online
Expected by	17 Oct 2026
Days from the handover	7
Documents to follow	2

Photo of the pack





3. Demonstrations

Systems shown to the customer 1: Boiler and smart thermostat

System or product	Boiler and smart thermostat
Demonstrated?	Yes
User guide given?	Yes
Notes	Shown how to set the schedule and top up the pressure.

Systems shown to the customer 2: Induction hob

System or product	Induction hob
Demonstrated?	Yes
User guide given?	Yes

Notes	Child lock shown.

Systems shown to the customer 3: Cooker hood

System or product	Cooker hood
Demonstrated?	No
User guide given?	Yes
Notes	Customer ran out of time. To be shown when the plinth is fitted.
Systems handed over	3
Demonstrated	2
User guide given	3

Where the controls and shut-offs are 1: Water stop tap

What it is	Water stop tap
Where it is	Under the sink, base unit to the left of the dishwasher. Tagged.
Shown to the customer?	Yes

Photo



Where the controls and shut-offs are 2: Boiler or heat pump controls

What it is	Boiler or heat pump controls
Where it is	Kitchen wall cupboard to the right of the window
Shown to the customer?	Yes

Photo



Where the controls and shut-offs are 3: Gas emergency control valve

What it is	Gas emergency control valve
Where it is	Beside the gas meter in the box by the front door
Shown to the customer?	Yes

Where the controls and shut-offs are 4: Consumer unit

What it is	Consumer unit
Where it is	Under-stairs cupboard. New kitchen circuits labelled K1 to K3.
Shown to the customer?	Yes
Controls and shut-offs shown	4
Maintenance the customer needs to arrange, and when	Boiler service every 12 months (first due October 2027) to keep the 10-year warranty.
Aftercare contact	Peak Renovations, aftercare@example.com

4. Sign-off

Outstanding items agreed at handover 1: Plinth missing under the sink run. On order from the kitchen supplier.

What is outstanding	Plinth missing under the sink run. On order from the kitchen supplier.
Agreed completion date	17 Oct 2026

Photo



Outstanding items	1
Customer satisfaction	Satisfied
Customer comments	Really pleased with the kitchen. Happy for the plinth and the hood demo to be done together next week.
Happy to leave a review?	Yes
Customer name	L. Grant
Customer signature	L. Grant
Installer name	H. Price, Peak Renovations
Installer signature	H. Price