Unit Handover Process

1. Sector engineer or higher to conduct final Const Quality check on each unit prior to FM inspection.
2. Level 2 or higher (Project Manager) to check flats personally prior to FM inspection. The responsibility shall also extend to ensuring that the building is completed in its entirety prior to first possession (common areas within buildings + 20 m periphery + testing of all MEP+OEMS & other utility systems).
3. Once email is sent inviting FM for inspection, FM should inspect unit and give comments within 5 days.
4. Once FM comments are received, CM will be responsible for completing and handing over the unit to FM within 14 days thereafter.
5. FM will ensure that the said handed over unit is made available for handover to customer within 3 days thereafter.
6. Prior to handing over possession of first unit in the said wing, FM can ask Project Manager (Const Mgmt) for proof of completion of common areas within wing + 20 m periphery + testing of all MEP+OEMS & other utility systems. At this time, FM shall also be given possession of its key areas viz: FM/Society office, Changing room and Security-cum-BMS room.
7. Once FM has taken over a unit, it shall be responsible for the entire upkeep / rectification of the unit thereafter.
   a. However, if FM has taken over the unit 'with deviations' (which are noted in writing on the handover report), FM shall have power to ask Const Mgmt to rectify defects which can be reasonably attributed to such deviations.