Flow Chart for Project Completion and Sign-off

Works completed on site

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Contract Administrator checks work

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Relevant paperwork handed over by contractor to Contract Administrator

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Suitable for sign-off as complete

| **Yes** | **No** |

Yes:

Finalise, following procurement procedure for payment etc.

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School/Service to provide information to P&F on any authorised additions to the electrical systems (machinery/equipment)

Contractors to update P&F on all electrical/alarm modifications, health and safety file where applicable for modifications to the building

Information Services to update records kept on any IT systems that have been modified

No:

Go back to contractor for remedial works to be completed