BBP MANAGING AGENTS PARTNERSHIP

Appendix 1 – Handover Information Checklist

	Item	Comments
	Regulatory compliance	
☐	**Confirmation of participation in the CRC Energy Efficiency Scheme**	Evidence packs will most likely be held by the client. Manging Agents should know if the property is a significant undertaking on its own.
☐	**ESOS Audits**	Need to be carried out every four years. Any schedules of actions carried out against recommendations should be made available with reports.
☐	**Energy Performance Certificates**	Should be part of sales pack, however, can also be found at www.ndepcregister.com (England & Wales) and https://www.scottishepcregister.org.uk/ (Scotland). The Client may also have copies of the Recommendations Report, .nct file and Action Plans (Scotland only for buildings / units over 1,000m^2). Scottish EPC's certified pre-2013 are not held in central system so will need to be made available.
☐	**Display Energy Certificates**	If legally required should be displayed publicly within the building, however, can be found at www.ndepcregister.com.
☐	**Air conditioning inspections**	Need to be carried out every five years. Copies can be found at www.ndepcregister.com for England & Wales. For buildings in Scotland there is no central register and reports should be held by the Client.
☐	**Refrigerants records**	Usually held by the Managing Agent or in site files.
☐	**Heat Network Regulation Notification Templates**	Need to be carried out every four years and registered with the Regulatory Delivery Directorate (previously NMRO). There is currently no central data base so it is important these are included within the sales pack.
☐	**Water risk assessments & drainage plans**	Usually held by the Managing Agent or in site files.
☐	**Waste Transfer and Consignment notes**	Usually held by the Managing Agent or in site files.
☐	**Other licences (e.g. Invasive Species action plan, asbestos, discharge consents)**	Usually held by the Managing Agent or in site files.

	Voluntary Certifications	
☐	**Environmental Certificates e.g. BREEAM, LEED, PassivHaus, Ska, WELL Building Standard etc.**	Numerous certification tools and initiatives now exist to allow property companies to report the environmental performance of their buildings and operations. A short summary of common industry initiatives can be found here.
☐	**Environmental Management System (EMS) e.g. ISO14001**	Firstly, it should be confirmed whether a building is certified at a single building level or part of the outgoing Managing Agent's portfolio wide EMS. It should then be confirmed how the EMS delivery was funded. All documentation should be made available where the EMS has been funded via the service charge. Documentation may be harder to retrieve / separate out when part of a Managing Agent's portfolio wide EMS.
	Utilities	
☐	**Metering plan**	Ideally this should provide meter locations, MPAN and MPRN numbers, details of what they serve and any photos of meters to aid their location and reference.
☐	**Previous audits procured for the buildings as part of the Service Charge**	Usually held by the Managing Agent or in site files. Any schedules of actions carried out against recommendations should also be made available with reports.
☐	**Utility performance data**	This should be in the format of previous utility invoices, ideally going back two years; Half Hourly or AMR data, ideally going back two years; and / or manual meter readings, ideally going back two years.
☐	**Previous tenant recharging arrangements calculations**	Usually held by the Managing Agent or in site files.
☐	**Copies of existing supply contracts**	Usually held by the Managing Agent.
☐	**Site Drainage Plan**	Usually held by the Managing Agent or in site files.
	Waste management arrangements	
☐	**Waste management plan**	Details of current waste management arrangements including on-site recycling provisions.
☐	**Previous audits procured for the buildings as part of the Service Charge**	Usually held by the Managing Agent or in site files. Any schedules of actions carried out against recommendations should also be made available with reports
☐	**Waste collection data**	Ideally 2 years' worth of data split by waste stream as it leaves site, and final destination after processing (MRF splits)
☐	**Duty of Care documentation**	Waste Transfer Notes, Waste Consignment Notes, Waste Carrier Licenses, Hazardous Waste Producer Registrations
☐	**Risk Assessments**	Specifically relating to hazardous waste handling and storage

☐	**Sub Contracted Waste Activity**	Activities outside of the main waste management contract that require Duty of Care to be fulfilled (hazardous waste, landscaping, site maintenance, interceptor clearance)
	Building Management	
☐	**PPM Schedules**	Records of previous improvement works
☐	**Asset registers**	Usually held in site files.
☐	**BMS login details**	Usually held in site files.
☐	**Occupier Handbook**	Usually held by the Managing Agent.
☐	**Building Logbook**	Usually held in site files.
☐	**Biodiversity Action Plan / arrangements**	Usually held by the Managing Agent.
☐	**Occupier Engagement Programmes**	Ideally this should include confirmation of any occupier groups/forums that are in place, how they operate, key contact details and previous meeting documentation
☐	**Local community involvement**	Ideally this should include details of any existing relationships with local community groups and relevant contact details. Such instances are typically more relevant to shopping centre management.
☐	**Flood Risk Assessment**	Usually held by the Managing Agent, however, may also be held by the Client as part of due diligence on purchase. It is helpful to not only retrieve the assessment but also details of any preventative works which have been carried out. Flood risks maps are available via the Environment Agency at http://maps.environment-agency.gov.uk/