

INSERT: Name of Leaseholder**INSERT: Property Address**

Ref	Item / Information	Yes / No	Comments
A	Basic Information		
A1	Name of Leaseholder & contact details		
A2	Name of Landlord / Client?		
A3	Has a copy of the Lease been provided? Read it		
A4	Any specific prohibitions?		
A5	Are there other guidance docs / house rules, noisy works etc?		
A6	Has Lessee been provided with all necessary guidance?		
A7	Has an undertaking for fees been provided by Lessee?		
A8	Has Landlord Solicitor been appointed?		
A9	Has a Surveyor been appointed to act on behalf of Landlord?		
A10	Confirm fees estimation of Surveyors, Engineers & Solicitors		
A11	Assess programme / timescales – liaise with Surveyor		
A12	Is Surveyor report required? Confirm with Surveyor		
A13	Clarify extent of Surveyor involvement – liaise with Surveyor		
A14	Is monitoring of Lessee works required – liaise with Surveyor		
A15	Agree process of LTA completion & Sign Off – liaise with Surveyor		
B	Scope of Works (Check with Surveyor as necessary)		
B1	Existing & proposed plans required / provided?		
B2	Structural alterations proposed? Calculations provided?		
B3	Works within Landlord areas?		
B4	External plant and / or roof or façade works?		
B5	Wet over dry proposals?		
B6	Issues of sound proofing / testing / hard flooring?		
B7	Is a schedule of work required / provided?		
B8	Works required of Landlords contractors (heating & fire alarm)?		
B9	Fire stopping works required?		
B10	Changes to services / supplies / metering?		
B11	Increased loads (electrical, water, drainage)?		
B12	New plant / equipment (inc. A/C)		
B13	Location / routes of drains, cables, pipes, ventilation?		
B14	Cable routes & containment (i.e. ducts / chases)?		
B15	Any impact on BMS, access controls?		
C	Statutory Approvals (Check with Surveyor as necessary)		
C1	Building regulations compliance?		
C2	AI appointed / required or Full Plans submitted?		
C3	Planning, LBC, Con.A Consent required / applications made?		
C4	CDM - Consider roles & notification process		
D	Site Considerations (Check with Surveyor as necessary)		
D1	Is there a porter / estate team that requires liaison?		
D2	RAMS		
D3	Hot work permits		
D4	Isolations of fire alarms & evacuation plans		
D5	Protection of common parts and other residents		
D6	Welfare		
D7	Access / egress & deliveries including waste materials		
D8	Programme details		
D9	Leaseholder Site and Project Management team		
D10	Contractor details including team, site manager and insurance		
D11	Emergency contact details		