

**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 & Property Manager		
A3	Has a copy of the Lease been provided? <b>Read it</b>		
A4	Any specific prohibitions		
A5	Are there other guidance docs / house rules, noisy works etc?		
A6	Has an undertaking for fees been provided?		
A7	Initial review complete / required?		
A8	Assess likely levels off fees		
A9	Assess whether other experts required – Struct. Eng, M&E?		
A10	Assess programme / timescales		
A11	Is a report required?		
A12	Will Harris be required to comment / view the LTA document?		
A13	Are Harris to monitor & sign off the works?		
A14	Advise Lessee that Lessee must allow access for monitoring		
A15	Advise that Lessee responsible for advising Surveyor on progress		
A16	Advise that Lessee must inform HA when works start / complete		
B	Scope of Works		
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		
C1	Building regulations compliance?		
C2	AI appointed / required or Full Plans submitted?		
C3	Planning, LBC, Conservation consent required / application made?		
C4	CDM - Consider roles & notification process		
D	Site Considerations		
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 / insurance etc		
D11	Emergency contact details		