

Pollen Collection

CHECKLIST OF HANDING OVER ITEMS

Address : Pollen Collection

House No. : _____ Pollen View

Unit Type : _____

A Welcome Note and General Maintenance of Property

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B HANDOVER CHECKLISTS

S/N		Qty	Unit	Check
1	Checklist of Handing Over Items	1	Set	
2	Inventory Checklist	1	Set	
3	Property Team Contact Information	2	Set	
4	Rectification Work List	1	Set	
5	Acknowledge Form for Receipt of Keys for Rectification Works	1	Set	

C LAYOUT PLANS

S/N		Qty	Unit	Check
1	Architectural Layout Plan	1	Set	
2	Electrical Lighting Points & HFAD Plan	1	Set	
3	Electrical Power Points Plan	1	Set	
4	ACMV Layout Plan	1	Set	
5	Plumbing Layout Plan	1	Set	
6	Sanitary Layout Plan	1	Set	

D MAINTENANCE GUIDES

S/N		Qty	Unit	Check
1	Marble Flooring Maintenance Guidelines	1	Set	
2	Engineered Timber Flooring Maintenance Guidelines	1	Set	
3	Sanitary Wares, Fittings & Accessories	1	Set	
4	Standard Operating Procedure (SOP) for detention drain	1	Set	
5	Lightweight Panels Maintenance Guidelines	1	Set	
6	Smart Doorbell System	1	Set	
7	Wardrobe / Door Panel Maintenance Guidelines	1	Set	
8	Operation & Maintenance Manual for Top Hung / Sliding Door / Sliding Aluminium Windows	1	Set	

E USER/ OPERATION MANUALS

S/N		Qty	Unit	Check
1	Main Door YALE Digital Lock (Assa Abloy)	1	Set	
2	Solar Panel (Interlink Power System Pte Ltd)	1	Set	
3	Air-Conditioning & Mechanical Ventilation System (Daikin)	1	Set	
4	Telescopic Hood (Brandt)	1	Set	
5	Burner Gas Hob (Brandt)	1	Set	
6	Catalytic Oven (Brandt)	1	Set	
7	Steam Oven (Brandt)	1	Set	
8	Fridge (Samsung)	1	Set	
9	Washing Machine (Brandt)	1	Set	
10	Water Heater (Rheem)	1	Set	
11	Auto-Gate (DEA)	1	Set	
12	Lift (OTIS) - Operation & Maintenance Manual	1	Set	
13	Steigen (Solar Evo Series) User Guide	2	Set	
14	Smoke Alarm Manual	3	Set	

* items 3 - 14 are provided in thumbdrive

F OTHERS**Keys (in Key Pouch)**

S/N		Qty	Unit	Check
1	Main Entrance door	2	Keys	
2	Car Porch Roof Outdoor Garden Swing Door (1M)	5	Keys	
3	Junior Master Bedroom	3	Keys	
4	Master Bedroom	3	Keys	
5	Bedroom 1	3	Keys	
6	Bedroom 2	3	Keys	
7	Bedroom 3	3	Keys	
8	Open Roof Terrace Swing door	5	Keys	
9	Meter Compartment - (NetLink Trust)	3	Keys	
10	Meter Compartment - Electrical	2	Keys	
11	Side Gate - Viro lock	3	Keys	
12	AutoGate - Manual Release Key	2	Keys	

G Letter of Warranty

1	Letter of Warranty for Air-Conditioning Equipment System/Exhaust System	1	Set	
2	Air-Conditioning Servicing Schedules (Daikin)	1	Set	
3	Letter of Warranty for Smarthome System (Viro Lock & AV Intercom) w/ Tablet	1	Set	
4	Letter of Warranty for MV fans (Systemair)	1	Set	
5	Letter of Warranty for Kitchen Appliances (Brandt)	1	Set	
6	Letter of Warranty for Kitchen Appliances (Samsung)	1	Set	
7	Letter of Warranty for Water Heater (Rheem)	1	Set	
8	Letter of Warranty for Main Door Digital Lock (Assa Abloy)	1	Set	
9	Letter of Warranty for Auto Gate System	1	Set	
10	Letter of Warranty for Solar Panel (Interlink)	1	Set	
11	Letter of Warranty for Lift (Otis)	1	Set	
12	Letter of Warranty for Automated Drying Rack (Steigen)	1	Set	
13	Letter of Warranty for HFAD, motion sensor and HS lighting	1	Set	

H Remote Controls and Accessories

1	Air-Conditioning Remote Control with Batteries	7	Nos.	
2	Gate motor remote Control	3	Nos.	
3	Smart Home System Handing Over Key (Smart Gateway and tablet)	1	No.	
4	Drying Rack Remote Control with Batteries	1	No.	
5	ECO Plug	1	No.	

I Welcome Gifts

S/N		Qty	Unit	Check
1	Karcher Robotic Vacuum Cleaner	1	No.	
2	Champagne	1	No.	
3	Hand carry bag	1	No.	
4	Thumbdrive	1	No.	

Acknowledge receipt of Items A, B, C, D, E, F, G, H and I : _____
(Owner / Proxy Signature and Date)

Name of Owner / Proxy : _____