

Adoption Handover Checklist

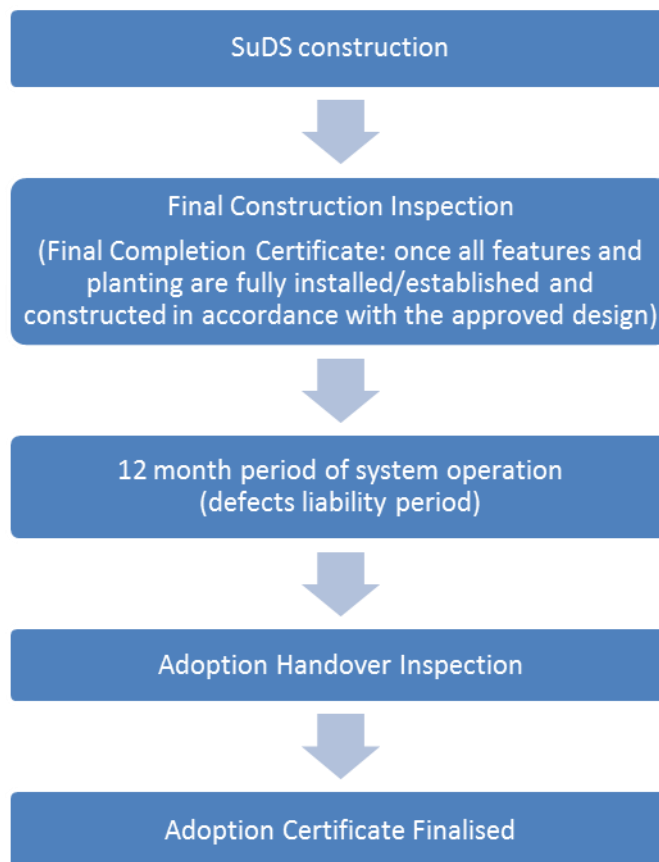
Objectives

The objective of this checklist is to ensure two outcomes:

- That the organisation approving the drainage scheme (drainage approving body) has all the necessary design and other information to allow it to effectively manage the SuDS component or scheme
- That the SuDS component or scheme is in an acceptable condition for adoption and will not pose a maintenance or other liability due to poor quality construction or unauthorised changes to the design.

At adoption handover stage the design should already be approved and functionality of the SuDS components should not be called into question unless it is the direct result of poor construction or unauthorised changes to the design. The system should have been constructed to the tolerances stated in the approved design and specification (or to accepted industry tolerances such as those stated in the Specification for Highway Works in relation to earthworks and road pavement construction or BS7533 for block paving construction). If the system is constructed outside the specified tolerances it may require an assessment of the as constructed tolerances to determine whether or not it will perform as required.

The adoption handover inspection should be carried out at the end of the 12 month defects liability period (or other specified period). It should supplement the final construction inspection and is not a replacement for the construction inspections. The process should be as follows:



It is likely that phased completion of parts of a SuDS scheme will be necessary on larger systems. The complete scheme may not be delivered until the total build-out is completed (this could take 8 to 10 years in some cases).

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Portions of the scheme for specific sub catchments, however, will be delivered and will be self-sustaining in their own right. Adopting bodies should adapt the checklist and have procedures in place to allow for this scenario.

Table 1: SuDS Adoption Handover Checklist

GENERAL INFORMATION	
Site ID	
Site Location and co-ordinates (GIS if appropriate)	
Elements forming the SuDS scheme	
Phase of scheme if part of a larger final system	
Specific purpose of any parts of the scheme (e.g. biodiversity, wildlife and visual aspects)	
Type of development	
Period of developer maintenance (defects liability period)	
Date of assessment	

Check	Details	Acceptable (Y/N)	Details of Corrective Action Required	Corrective Action completed (date)
GENERAL				
Design approval checks satisfactory?				
Construction inspection checks satisfactory?				
ASSET INFORMATION				
As constructed plans and survey submitted?				
As constructed drainage calculations/models submitted if necessary (e.g. outside specified tolerances)?				
Proprietary product information submitted, where applicable?				
Asset listed on asset register or database?				
MAINTENANCE INFORMATION				
Full Maintenance Plan submitted?				

Check	Details	Acceptable (Y/N)	Details of Corrective Action Required	Corrective Action completed (date)
Inspection and maintenance records indicate stated maintenance undertaken during 12 month maintenance period?				
HANDOVER INSPECTION				
Confirm inlets and outlets are clear.				
Confirm correct planting in accordance with approved design is fully established.				
Confirm no uneven settling of soil, channelling, unwanted ponding or erosion of bed or side slopes. If yes, give reason for defect (design or construction).				
Confirm no evidence of construction sediment or unexpectedly rapid build-up of sediment.				
Confirm that agreed maintenance access is clear.				
Confirm permeable/porous surfaces are draining effectively and there is no unacceptable settlement.				
Confirm that any permanent water levels are in accordance with the approved design.				
SUITABILITY FOR ADOPTION				
Good condition – Acceptable Minor defects – Acceptable subject to minor works (indicate, with reasons, whether cost should fall to developer or adopting body) Major defects – Not acceptable without substantial repair works (indicate, with reasons, whether cost should fall to developer or adopting body)				