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| Swale handover checklist |
| This list has been developed by Melbourne Water for use as a guide by Councils in assessing swale construction handover projects.  |

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| **Location** |    |
| **Inspected by** |    |
| **Asset ID** |    |
| **Date and time** |    |
| **Asset designed by** |  |
| **Asset constructed by** |  |
| **Defects and liability period** |  |

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| **Item Inspected** | **Satisfactory (Y/N/NA)** | **Comments** |
| **Treatment** |  |  |
| 1. System appears to be working as designed visually? |   |  |
| 2. No obvious signs of under-performance? |   |  |
| **Maintenance** |  |  |
| 3. Maintenance plans provided for each asset? |  |  |
| 4. Inspection and maintenance undertaken as per maintenance plan? |   |  |
| 5. Inspection and maintenance checklist completed and provided including up to date inspection with no outstanding issues? |   |  |
| 6. Asset inspected for defects? |   |  |
| **Asset Information** |  |  |
| 7. Design Assessment Checklist provided?  |   |  |
| 8. As constructed plans provided? |  |  |
| 9. Copies of all required permits (both construction and operational) submitted? |  |  |
| 10. Proprietary information provided (if applicable)? |   |  |
| 11. Digital files (including drawings, survey, models) provided?  |   |  |
| 12. Asset listed on asset register or database? | **Y/N** |  |