Guidelines for the Takeover of Newly Constructed Civil Blocks

The takeover of newly constructed civil blocks will follow a structured two-step process to ensure quality, functionality, and readiness for use.

Step 1: Initial Inspection and Issue Listing

- **Objective:** Identify and document any construction defects, incomplete work, or deviations from the approved plan.
- **Team Composition:**
    - Civil Engineer
    - Architect
- **Process:**
    1. Conduct a comprehensive walkthrough of the building, including all floors, rooms, common areas, and utility spaces.
    2. Inspect the construction for:
        - Structural integrity (walls, ceilings, flooring, etc.)
        - Finishing (paint, tiling, fixtures, etc.)
        - Compliance with design plans and standards
        - Safety features (fire safety systems, emergency exits, etc.)
        - Utility readiness (electricity, water, drainage systems)
    3. Document all issues or areas requiring rectification in an **Issue Report**, including photographs for reference.
    4. The **Issue Report** must be signed by both the Civil Engineer and the Architect before submission to the relevant authority.

Step 2: Functionality Assessment and Final Approval

- **Objective:** Ensure that all issues identified in Step 1 have been resolved and that the building is fully functional and ready for use.
- **Team Composition:**
    - Takeover Team (including Civil Engineer and Architect)
    - Concerned Head of Department (HOD)
- **Process:**
    1. Verify that all issues listed in the **Issue Report** from Step 1 have been addressed satisfactorily.
    2. Test and confirm functionality of:
        - Electrical systems (lighting, sockets, and other installations)
        - Plumbing systems (water flow, drainage, and fixtures)
        - Safety systems (fire alarms, sprinklers, emergency exits)

- Doors, windows, and locks
- HVAC systems (if applicable)
3. Conduct a final walkthrough to ensure overall readiness and cleanliness of the premises.
4. Prepare a **Functionality Report** confirming that all systems are operational and the block is ready for occupation.
5. The **Functionality Report** must be signed by:
   - Civil Engineer
   - Architect
   - Concerned HOD

Additional Notes:

- The **Issue Report** and **Functionality Report** must be submitted to the Vice Chancellor's office for final acknowledgment and record-keeping.
- Any unresolved issues at the time of the **Functionality Report** submission must be clearly highlighted and escalated for immediate resolution.
- The process timeline should be strictly adhered to ensure the building is ready for its intended purpose without delays.