

September, 2010

## P21 project completion including handover – advice for school Principals

### What is project completion?

Project completion is the process where the Managing Contractor ‘hands over’ the school’s Primary Schools for the 21st Century (P21) project to the Department of Education and Training (DET).

### School Principal responsibilities

It is important to note that while the BER Program Office values the Principal’s input, Principals are not responsible for ensuring that the P21 works are complete or satisfactory. That role is undertaken by the BER Program Office and the Managing Contractor. The Managing Contractor must ensure that the works are complete; the BER Program Office verifies this.

The school Principal may be responsible for:

- Notifying the NSW Food Authority if the project includes a new canteen.
- Updating the bushfire section of the school’s Emergency Management Plan to include any new buildings (if the school is in a bushfire zone).

### Role of the Managing Contractor

The Managing Contractor is responsible for coordinating project completion and ensuring that projects are defect-free at completion.

The Managing Contractors are the first point of contact for project completion information as they coordinate the process. However, the BER Principal Liaison Officers are available to provide school Principals with support. The BER Program Office has also funded extra resources in the Asset Management Units (AMU) to assist both Principals and the BER Program Office in this phase.

### Stages of project completion

1. **Pre-early use:** The Managing Contractor inspects the works with the building sub-contractor to identify and develop a plan to rectify any building defects. The Managing Contractor will also provide information to school staff on the use and maintenance of new facilities.
2. **Handover (sometimes referred to as early use or 95% complete):** When the works are safe and ready to be used. This is determined by the issue of a Building Code of Australia (BCA) compliance certificate and the building being deemed fit for purpose. There may be some defects at this stage, but they will be listed and a timeframe for their rectification set.

Before or during the handover inspection, Principals are encouraged to inspect the works with their AMU representative and make a list of defects or issues. The AMU representative may advise the Principal if these are defects and notify the Managing Contractor for inclusion in the defects list.

If the building is given a BCA compliance certificate, the school may start using it. Any defects identified between handover and project completion should be notified to the Managing Contractor or the BER Program Office.

3. **Project completion (100%):** this is when the BER Program Office (on behalf of DET) accepts the project as defect-free and calculates the amount to be paid to the Managing Contractor, including any incentive fee.

At or before this stage, the Managing Contractor will provide the Principal with the operation and maintenance manuals for your new facility.

Following project completion, a Principal Liaison Officer will call school the Principal for feedback on the school's BER experience and the quality of their new facilities. After this call, any issues with the new facility should be raised with the AMU.

4. **Post-completion (12 months):** During this time, the Managing Contractor is responsible for rectifying any further defects that may arise after project completion. If defects emerge, the school Principal is to notify the AMU, who will ensure that they are rectified by the Managing Contractor within a reasonable timeframe and to quality standards.

We will ensure that the facility is checked at 6 months and 11 months for new defects. If you notice anything before these inspections, please notify the AMU.

### Recognition Ceremonies and media

A requirement of P21 funding is that the school Principal arranges a recognition ceremony within three months of completion of the works.

The BER Program Office will provide the school Principals with a **recognition ceremony information pack at handover** to help organise a recognition ceremony. School principals can get help or ask questions about recognition ceremonies by sending an email to: [NSWBERRecognition@det.nsw.edu.au](mailto:NSWBERRecognition@det.nsw.edu.au).