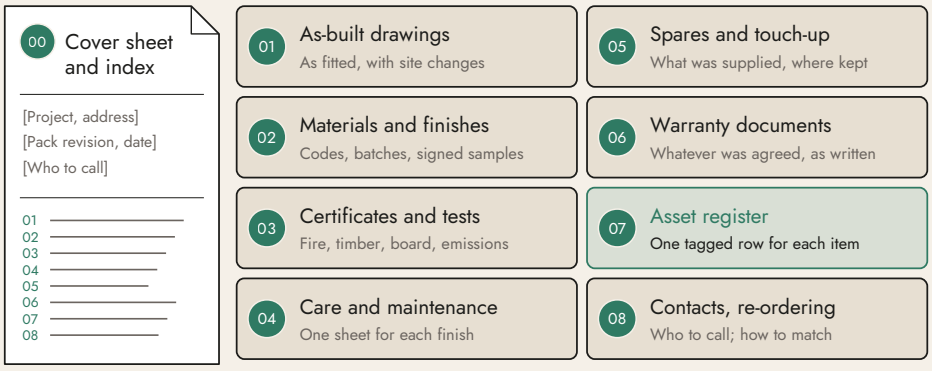
The handover and *O&M pack* for FF&E and joinery

The nine parts of a handover and O&M pack for bespoke FF&E and joinery. It states no warranty terms.

AT A GLANCE

Section	Put in it	Usually comes from	Check before you accept it
00 Cover sheet and index	Project, address, revision, date, index, who to call.	Designer or contractor.	Index matches the folders; dated and revised.
01 As-built drawings	Drawings revised to show what was fitted, with site changes.	Supplier, from the shop drawings.	Numbers match the FF&E schedule.
02 Materials and finishes	Finish codes, batches, materials list, signed samples.	Supplier; designer holds samples.	Codes match finishes schedule and samples.
03 Certificates and tests	Fire, timber, board and emissions evidence the brief asked for.	Supplier, from workshops and mills.	Each names the item it covers, dated.
04 Care and maintenance	For each finish: routine clean, what to avoid, how often, how restored.	Finisher or supplier of the finish.	Written for the finish used, by code.
05 Spares and touch-up	What was supplied, where kept, references to re-order.	Supplier.	Quantities match the order; labelled.
06 Warranty documents	Whatever was agreed in writing, as written, with its start date.	Supplier, under the contract.	Dated, signed; names item and giver.
07 Asset register	One row for each item: tag, code, room, dates, references into 01 to 06.	Designer, from the FF&E schedule.	One tag each; no blank cell.
08 Contacts and re-ordering	Who to call for care, repair or re-order; what matches a piece.	Supplier and designer.	Roles as well as names; still valid.

Numbers match the drawing. The sections are working practice: we found no standard that sets them.



A cover sheet and eight sections. The asset register (07, highlighted) holds one row for each item and points into the others. The names are an example, not a standard. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

HANDOVER PACK DELIVERABLE

[Supplier] is to provide a handover pack for [package] at [project, address]: contents list by [date]; draft by [date]; final within [ ] days of [snagging sign-off] and of issue of the as-built drawings, as [PDF with bookmarks and a spreadsheet register] [and one printed set]. Arrangement: cover sheet and index; 01 as-built drawings; 02 materials and finishes; 03 certificates and tests; 04 care and maintenance; 05 spares and touch-up; 06 warranty documents; 07 asset register; 08 contacts and re-ordering. [Designer] will review it against Schedule [number] and return comments within [ ] days. The pack is not complete until they are cleared.

AS-BUILT DRAWINGS, MATERIALS RECORD AND CARE

As-built drawings are to show the work as fitted, including every site change, and state the approved shop drawing revision they started from. The materials record is to list for each item the finish code, control sample [S-nn], materials and, where known, the finish batch. Provide one care sheet for each finish, headed with its finish code, covering: where used; routine cleaning method and product type; frequency [set with the operator]; what not to use; spills, heat and light; who touches up and with what; who restores it; any finish accepted as changing with use; and the problems needing a specialist. The finisher is to review each sheet before handover.

ASSET REGISTER, CERTIFICATES AND WARRANTY DOCUMENTS

The asset register is to have one row for each item, built from the FF&E schedule at revision [letter], with a unique asset tag, item code, room, supplier, dates, finish code, and references to the as-built drawing, certificates, care sheet, spares and warranty documents. Every cell is completed; write n/a and the reason. Certificates are filed against item codes. Warranty and guarantee documents are included exactly as agreed in [contract reference], with the start date and any conditions on care or use, and are not restated or summarised.

TERMS USED

O&M manual

The document pack handed over at completion telling the owner what was installed and how to look after it: care instructions, finishes, spares, certificates and contacts. For FF&E it often includes as-built drawings and warranties.

As-built drawings

Drawings updated at completion to show what was actually built and installed, including any changes made on site. They are what an owner needs for repairs or later refurbishment.

Asset register

A list with one row for each physical item an owner holds, giving its tag, location, supplier, dates and where to find its drawings, care instructions and papers. For furniture it can be built from the FF&E schedule.

STANDARDS AND SOURCES

- BSRIA: Handover Information and O&M Manuals (BG 79/2020): product page read 5 Nov 2026: published August 2020, replaces BG 1/2007; the paid guide was not read.
- Construction (Design and Management) Regulations 2015, regulation 12 (health and safety file): read 5 Nov 2026.
- BIID: Professional Practice Series, FF&E: 15 Dec 2020; read 5 Nov 2026. A guarantee is enforceable only in writing.
- NBS: Construction specifications: everything you need to know: Paul Swaddle, 5 Oct 2021; read 5 Nov 2026.
- No standard applies: no British Standard or trade guide found that sets a furniture pack's contents.

Full guide: https://makebespoke.com/trade/technical/handover-and-om-pack. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.