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| Raingarden handover checklist |
| This list has been developed by Melbourne Water for use as a guide by Councils in assessing raingarden 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? |  |  |
| 3. In situ measurement of Hydraulic Conductivity Kfs is 100-300mm/hr |  | <http://www.monash.edu.au/fawb/publications/index.html> |
| **Maintenance** |  |  |
| 4. Maintenance plans provided for each asset? |  |  |
| 5. Inspections and maintenance undertaken as per maintenance plan? |  |  |
| 6. Recent inspection and maintenance checklist completed and with no outstanding issues? |  |  |
| 7. Asset inspected for defects? |  |  |
| **Asset Information** |  |  |
| 8. Design Assessment Checklist provided? |  |  |
| 9. As constructed plans provided? |  |  |
| 10. Copies of all required permits (both construction and operational) submitted? |  |  |
| 11. Proprietary information provided (if applicable)? |  |  |
| 12. Digital files (including drawings, survey, MUSIC and other models) provided? |  |  |
| 13. Asset listed on asset register or database? | **Y/N** |  |