

Delivery checklist

Riverside court upgrade • Project NL-026

This checklist accompanies the project delivery report. The facilities team has received the following records and equipment.

Documents and equipment

Item	Reference	Received
Final inspection record	NL-026 / INS-04	04 Sep 2026
Surface care instructions	NL-026 / MAINT-01	04 Sep 2026
Lighting timer guide	NL-026 / ELEC-02	04 Sep 2026
Supplier contact sheet	NL-026 / CONTACTS	04 Sep 2026
Gate and control-cabinet keys	Two labelled sets	04 Sep 2026
Equipment warranty records	NL-026 / WARRANTY	04 Sep 2026

Before the first session

1. Walk the access route and confirm that gates open freely.
2. Check the court surface and remove any loose material.
3. Test the lighting timer against the published opening hours.
4. Place the maintenance log in the site office.

Handed over by

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Northline project team

Received by

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Riverside site team