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| Minor Works’ Projects Summary of Installation |
| **Job Title:** |  |
| **Project Number:** |  |
| **Location of Works:** |  |
| **Requirement:** |  |
| **Purpose:** |  |
| **Date of Installation:** |  |
| **Supplier and quote #:** |  |
| **Manufacturer:***Name and contact details* |  |
| **Installer:***Name and contact details* |  |
| **H&S information:***Significant hazards, maintenance strategy, asbestos report, fire strategy etc.* |  |
| **Materials Used:***Include paint & product codes where applicable.Continue on next page if necessary* |   |
| **Description of work:** |  |
| **Recommended Inspection regime:** |  |
| **Recommended maintenance regime:** |  |
| **Predicted useful lifespan:** |   |
| **As-built Drawings:** *where applicable* |  |
| **Certificates:** *where applicable* |  |
| **Warranty details:** *where applicable* |  |

Additional Contractor’s or Manufacturer’s literature