

**CORRECTIONAL SERVICE OF CANADA**  
**TECHNICAL SERVICES BRANCH**  
**ELECTRONICS SYSTEMS**  
**MAINTENANCE HANDOVER REPORT FORM**

**INSTITUTION:**

**DATE:**

**SYSTEM/EQUIPMENT:**

**APPLICABLE CONTRACT NO:**

DSS FILE NO:  
SPECIFICATIONS:

**EQUIPMENT SUPPLIER (NAME AND ADDRESS):**

**SUPPLIER CONTACT (NAME AND TELEPHONE):**

**WARRANTY DETAILS:**

Expiry date on materials/parts:

Expiry date on installation:

Expiry date on factory labor:

Travel & living expenses during the warranty period:

chargeable to CSC

not chargeable to CSC

Equipment transportation costs are paid by CSC for:

sending to the supplier

returning from the supplier

Negotiated rates for emergency repairs at site due to misuse/abuse during warranty period are as follows:

Not applicable.

Negotiated rates for labor at site after warranty period are as follows:

Not applicable.

**DEFICIENCIES:**

None remain

List attached

**DOCUMENTATION:**

Maintenance manual:

Supplied

Due by ;

As-built drawings, cabling and wiring diagrams:

Supplied

Due by ;

Acceptance test results:

Supplied

Due by ;

**DISTRIBUTION OF DOCUMENTATION:**

1 copy to CESM sent on:

1 copy to RATIS/RTEO sent on:

2 copies to institution sent on:

**SPARES:**

All delivered

Delivery to be completed by ;

**EQUIPMENT LIST:**

See attached list.

**MAINTENANCE TRAINING:**

Completed

Scheduled for ;

**SIGNATURE:** Project Manager

**DISTRIBUTION:** CESM, NHQ  
RATIS/RTEO, RHQ  
AWMS, Institution