



BUILDING HANDOVER MANUALS

INFORMATION REQUIRED

QUOTATION

-  Specification / equipment schedules
-  Tender / Construction Drawings
-  Trade list
-  Format: PDF, Hard Copy, Combined

PROJECT SET UP

-  Sub Contractor / Trade List
-  Month of Practical Completion
-  End of DLP date
-  Deadline date
-  Project specific requirements
 -  Certificates
 -  Forms
 -  Warranties

AS INSTALLED DRAWINGS

-  Drawing Mark Ups (PDF or photo)
-  Current Revision CAD drawings

PRINTING / COMBINED

-  Final review completed
-  Complete set of manual inserts
-  Delivery contact and address

NUCLEUS: WORKFLOW

QUOTE STAGE

SUBMITTED

Request a quote by providing drawings, specifications, and equipment schedules.

QUOTED

ACCEPTED

Review and accept your quote, and upload additional files needed for production.

PROJECT STAGE

WAITING

D&A review documents and advise any additional information needed

DRAFT DUE

nucleus collates documentation
Our in-house Technical Writers prepare the documentation

DRAFT ISSUED

DRAFT documentation issued. View supporting file received and required, request updates

NEED CLARIFICATION?



Your dedicated point of contact, **Client Coordinator**, is here, ready to support and guide you on documents or details required, every step of the way.