Handover Checklist

Handover Tasks	Sub Tasks	Target Date	Person Responsible	Legal	Finance	Operational	Stocktaker / Valuer	Suppliers	Accountant	Other Professional Services	Date Completed
Contract to buy Business, Signed and completion date/time				x							
Finance for Completion					x				x		
Close business for part or whole of day for takeover						x					
Stocktaker appointed							x				
Fixtures and fittings - Valuer appointed				x	x		x				
Staff paperwork Inland Revenue, hours etc				x					x		
Staff References						x					
Staff Redundancy (If applicable, details of possible redundancy commitment for existing staff under TUPE)				x		x			x		
Contracts of Employment				x		x					
Interview Staff (if applicable & available)						x					
Staff Dress Code (if appropriate/uniforms supplied)						x		x			
Staff Job Descriptions / Standard Operating Procedures				x		x					
Bank Business Accounts				x	x				x		
Principal Trading accounts for suppliers:	National Brewer			x		x	x	x	x		
	Regional Brewer			x		x	x	x	x		
	Local Brewer			x		x	x	x	x		
	Cellar Kit			x		x		x	x		
	Cellar Gases			x		x	x	x	x		
	Wines			x		x	x	x	x		
	Spirits			x		x	x	x	x		
	Gas			x		x	x	x	x		
	Electricity			x		x		x	x		
	Water			x		x		x	x		
	Oil			x		x		x	x		
	Telephone			x		x		x	x		
Meter Readings etc					x	x	x	x	x		
Business Rates and Council Tax					x				x		
Brewery Delivery time and other Delivery Days						x					
Snagging list and all queries				x		x					
Refuse Collection						x		x			
Local Suppliers & Other Trading Accounts:	Butcher			x		x	x	x	x		
	Baker			x		x	x	x	x		
	Frozen/ Chilled Food			x		x		x	x		
	Greengrocer			x		x		x	x		
	Dry Goods			x		x		x	x		
	Catering Equipment / Glassware			x		x	x	x	x		
	IT Services			x		x	x	x	x		
	Buidlers' Merchant			x		x		x	x		

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	Gaming / Vending Machines			x		x	x	x	x		
	Florist										
	Office Equipment			x		x		x	x		
	Plumber			x		x		x	x		
	Electrician			x		x		x	x		
	Refrigeration Engineer			x		x		x	x		
	General Builder			x		x		x	x		
Delivery Days for all local suppliers and order days						x					
Deliveries on the Day					x	x	x	x			
Marketing & Advertising	Print Media			x		x		x	x	x	
	Point of Sale					x		x		x	
	Website			x		x		x	x	x	
	WiFi			x		x		x	x		
Weights and Measures (signs and compliance)				x		x					
Performing Rights For Music and PPL Phonographic Performance Licences				x	x	x		x	x		
Regulatory / Legislative signage (fire, H&S, hygiene, smoking, etc)				x		x					
Phone Numbers of Essential Contacts/Suppliers						x					
Telephone handover of line(s), number confirmation						x		x			
Cash and Carry account (if applicable)					x	x					
Keys, Lock Changes, Alarm Code						x				x	
CCTV				x		x		x		x	
Cash and Change for Tills and Games/Vending Machines					x	x			x		
PDQ Machines for Credit/Debit Cards (manual back up on-site)					x	x		x			
EPOS/Tills progamming / training					x	x		x			
Fire Risk Assessment				x		x				x	
Fire Safety Contract				x		x		x		x	
First Aid Boxes						x		x			
Inland Revenue Registration					x				x		
VAT Registration					x				x		
Licences Personal/Premises and Machine Permits											
Operating Schedule (opening times/ licensing conditions)				x		x					
Insurance Documents	Public Liability			x		x		x		x	
	Employers' Liability										
	Buildings			x		x		x		x	

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	Contents & Trade			x		x		x		x	
Gaming/Vending Machines etc Rental Agreements				x	x	x					
Equipment Details of outstanding rent or hire agreements				x	x	x			x		
Beer Cellar (confirm ownership of equipment)				x	x	x		x	x		
Cellar Management etc						x					
Cold Storage Check						x				x	
EHO Registration, Scores on the Doors				x		x					
Certification of Electrical Appliances etc				x		x					
Heating service record Boilers etc						x		x			
Environmental Performance Certificate				x		x				x	
External Notices for Car Park and Gardens				x		x					
Asbestos check or report				x		x				x	
Diary for all Bookings and Incidents						x					
Cleaning supplies for Toilets etc						x		x			
Contract cleaner (if applicable)				x		x				x	
Opening night (drinks/food/entertainment/publicity)						x	x	x			
Business Rates/ Council Tax payable and dates					x				x		
Service Contracts, Rodents, Equipment, Cleaning etc.				x	x	x		x			
Recipes/current costings for all menu dishes						x		x			
Sky and/or BT Sports Contract				x		x		x			