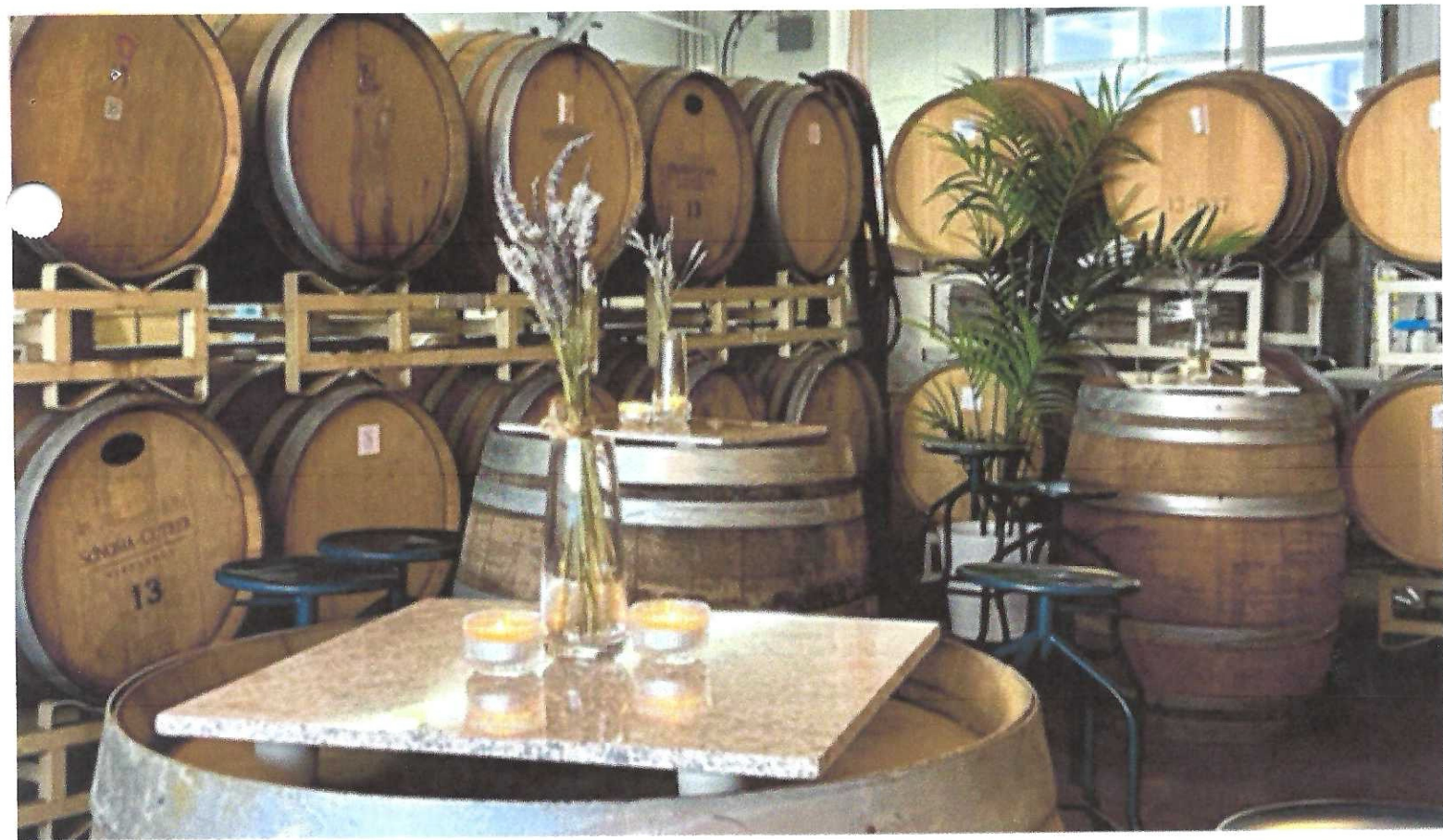




Builder's Handover Booklet

GARDEN OF GRANITE WINERY

226 Esplanade East Avenue, North Vancouver, V7L 1A3

Date of Handover: 06/06/2025

Builder's Handover Report

Congratulations on the completion of your project! At Saltire Contracting, we are committed to delivering exceptional craftsmanship and service, and it has been a privilege to bring your vision to life. This handover booklet contains all the essential information you need as you settle in - including key contacts, maintenance guidelines, and warranty details - to ensure a smooth and confident transition.



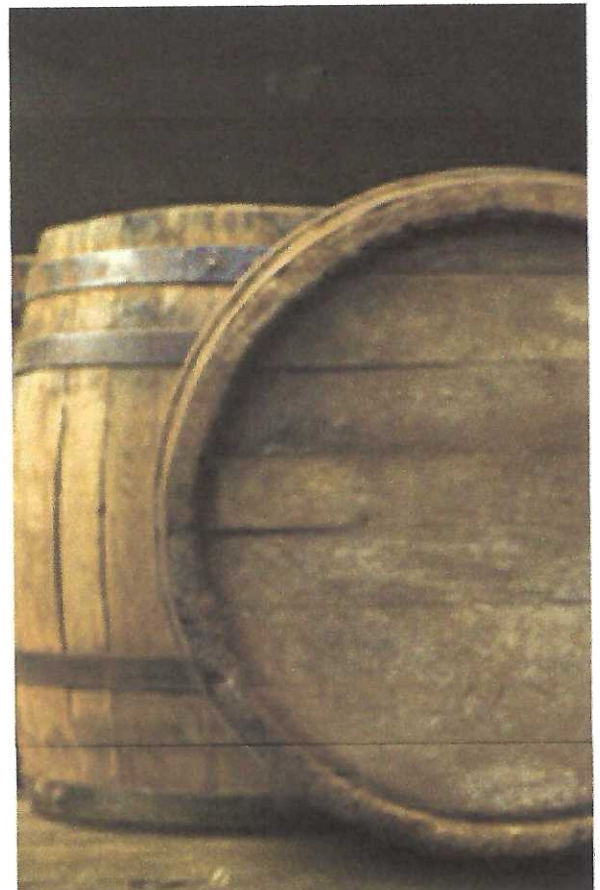
If you ever have questions, we're here to help.

Thank you again for trusting Saltire Contracting—we hope to work with you again in the future!

Scott Fraser

WHAT'S INSIDE THIS BOOKLET:

- P 3 Key Contacts & Emergency Information
- P 4 Inspections
- P 5 Handover Documents
- P 6 Warranty & Maintenance Documentation
- P 7 Certificate of Substantial Completion
- P 8 Handover Checklist



Key Contacts & Emergency Information

BUILDER'S CONTACT DETAILS

GENERAL ENQUIRIES

 604 783 3313
 scottfraser@saltirecontracting.com
 2555 Leggett Drive, Anmore, V3H 4W9

OFFICE HOURS

 M-F 8:00am - 4:00pm

EMERGENCY CONTACTS

PLUMBER | BKS MECHANICAL

 604-375-6229
 sean@bksmechanical.ca

ELECTRICIAN | BRENMACK ELECT.

 778 892 5950
 brenmackelectric@gmail.com

HVAC | ROCKY POINT HVAC.

 604 897 8924
 curtis@rpchvac.com

BAR EQUIPMENT | BBS PRO.

 604 420 4305
 info@bbsproc.ca

Inspections

CITY INSPECTIONS

Foundation Inspection
Formwork & Rebar
Electrical
Plumbing & Gas
Structural

YES	NO	N/A
☐	☐	☒
☐	☐	☒
☒	☐	☐
☒	☐	☐
☐	☐	☒

GROUND WORK

Framing
Firestop
Electrical
Plumbing/Gas
Sprinkler
Structural

YES	NO	N/A
☒	☐	☐
☒	☐	☐
☒	☐	☐
☒	☐	☐
☐	☐	☒
☐	☐	☒

ROUGH-IN

Framing
Firestop
Electrical
Plumbing/Gas
Sprinkler
Structural
Seismic
Fire Suppression

YES	NO	N/A
☒	☐	☐
☒	☐	☐
☒	☐	☐
☒	☐	☐
☐	☐	☒
☐	☐	☒
☐	☐	☒
☐	☐	☒

FINAL

OTHER

Coastal/Fraser Health
Fire Department
Liquor Board

YES	NO	N/A
☒	☐	☐
☐	☐	☐
☐	☐	☐

CONSULTANTS

Architectural Inspection - Schedule B & C-A
Mechanical Inspection - Schedule B & C-B
Electrical Inspection - Schedule B & C-B
Structural Inspection - Schedule B & C-B
Seismic Inspection - Schedule B & C-B
Sprinkler Inspection - Schedule B & C-B
Fire Suppression Inspection - Schedule B & C-B

YES	NO	N/A
☒	☐	☐
☒	☐	☐
☒	☐	☐
☐	☐	☒
☒	☐	☐
☐	☐	☒
☐	☐	☒

CERTIFICATE OF OCCUPANCY (CO) INSPECTION

Occupancy Permit

YES	NO	N/A
☐	☐	☐

Handover Documents

The following documents are included in the handover package:

	YES	NO	N/A
Final Construction Drawings	☒	☐	☐
Engineer Field Reviews	☒	☐	☐
Operational & Maintenance Manuals	☐	☐	☐
Warranty Information	☐	☐	☐
As-Built Drawings	☒	☐	☐
Deficiency List	☒	☐	☐
Electrical Engineer - Schedule B & C-B	☒	☐	☐
Mechanical Engineer - Schedule B & C-B	☒	☐	☐
Structural Engineer - Schedule B & C-B	☐	☐	☒
Seismic Engineer - Schedule B & C-B	☒	☐	☐
Sprinkler Engineer - Schedule B & C-B	☐	☐	☒
Architectural - Schedule B & C-A	☒	☐	☐
Coastal/Fraser Health Inspection	☒	☐	☐
Fire Department	☐	☐	☐
Liquor Board	☐	☐	☐
City - Electrical Final	☒	☐	☐
City - Plumbing Final	☒	☐	☐
City/TSBC - Gas Final	☒	☐	☐
City - Sprinkler Final	☐	☐	☒
City - Fire Suppression Final	☐	☐	☒
City - Seismic Final	☐	☐	☒
City - Building Final (Occupancy)	☐	☐	☐

Warranty & Maintenance Information

Thank you for working with Saltire Contracting. Please review the following important notes regarding your project's warranties and ongoing care.

AS-BUILT DOCUMENTATION AND PROJECT DRAWINGS

- As-Built Drawings: Final, post-construction drawings reflecting the actual layout, dimensions, and specifications of the completed work. These drawings serve as a vital reference for future maintenance, repairs, upgrades, or modifications.
- Architectural, Structural, and MEP (Mechanical, Electrical, Plumbing) Plans: These drawings provide detailed documentation of the building's design and construction, including framing, systems, and service layouts. They are commonly required for future renovations, system upgrades, or when seeking permits for alterations.

WARRANTIES AND GUARANTEES

Client Responsibilities

- Register and manage all warranties for the equipment provided.
- Maintain all equipment regularly, following the manufacturer's instructions.
- Submit any warranty claims for equipment directly to the relevant manufacturer or warranty provider.
- Be aware that reinstallation or replacement of defective materials may result in additional charges.

Material Warranties

- Materials are covered by warranties directly from the manufacturers or vendors.
- If a defect is confirmed, the manufacturer usually covers the cost of replacement material.
- Installation or labor required to replace defective materials is not typically covered and may be billed to you.

Installation Warranties

- Installations are backed by the warranty of the contractor who performed the work.
- If any part of the installation is faulty, that contractor will repair it at no cost to you.
- Saltire Contracting offers a 1-year warranty on installation work we complete, covering workmanship.
 - This warranty starts on the date of substantial completion.
 - Equipment and third-party materials are not covered by this warranty.

Equipment Warranties

- All equipment is covered only by the warranty provided by its manufacturer.
- Saltire is not responsible for the terms or enforcement of these warranties.
- We are happy to provide you with copies of these warranties upon request.

Helpful Tip: To keep your systems running smoothly and to protect your warranties, we strongly recommend setting up a maintenance plan with a qualified contractor.

Certificate of Substantial Completion

This Certificate confirms that the work described in the contract between **Saltire Contracting** and **Garden of Granite** located at **226 Esplanade East Avenue, North Vancouver, V7L 1A3** has reached Substantial Completion as defined below:

Substantial Completion is defined as the stage in the progress of the work when the project is sufficiently complete, in accordance with the contract documents, so that the Client can occupy or utilize the work for its intended purpose. Minor deficiencies or incomplete items that do not materially affect the use or functionality of the work may remain and will be addressed during the final completion phase.

June 4th 

The Effective Date of Substantial Completion shall be formally documented and agreed upon by both parties. This date shall serve as the commencement of the one (1) year warranty period for all installation-related work performed by Saltire Contracting, as outlined in the Warranty section of this agreement.

By signing below, both parties acknowledge that Substantial Completion has been achieved and agree to the effective date as listed. The Client shall assume responsibility for the care, maintenance, and security of the completed work, including the activation of applicable warranties and maintenance obligations as described in this agreement.

Project Name: GARDEN OF GRANITE WINERY

Project Address: 226 E ESPLANADE, NORTH VANCOUVER

Effective Date of Substantial Completion: JUNE 4th, 2023

Signed on behalf of Saltire Contracting

Name: SCOTT FRASER


(signature)

Date: JUNE 4th, 2023

Signed on behalf of the Client

Name: Andrew Doyle

Date: JUNE 4th, 2023

(signature) 

Handover Checklist

DELIVERED KEYS, REMOTES & ACCESS CODES

KEYS:

	YES	NO	N/A.
Master Key	☒	☐	☐
Site Office Key	☐	☐	☒
Tools Storage/Equipment Container Key	☐	☐	☒
Gate or Site Entrance Key or Remote	☐	☐	☒
Mechanical, Electrical, and Plumbing Room Key	☐	☐	☒

SIGN OFF

The contents of this document have been reviewed and acknowledged by both the Client and Saltire Contracting. The Client shall have seven (7) calendar days from the date of execution to contest any terms or provisions contained herein, after which the contents shall be deemed accepted in full.

Project Name: GARDEN OF GRANITE WINGLY

Project Address: 228 E ESPLANADE, NORTH VANCOUVER, V7L 1A3

Signed on behalf of Saltire Contracting

Name: SCOTT FRASER

Date: JUNE 4th, 2025


(signature)

Signed on behalf of the Client

Name: Andrew Doyle

Date: June 4th, 2025

(signature) 