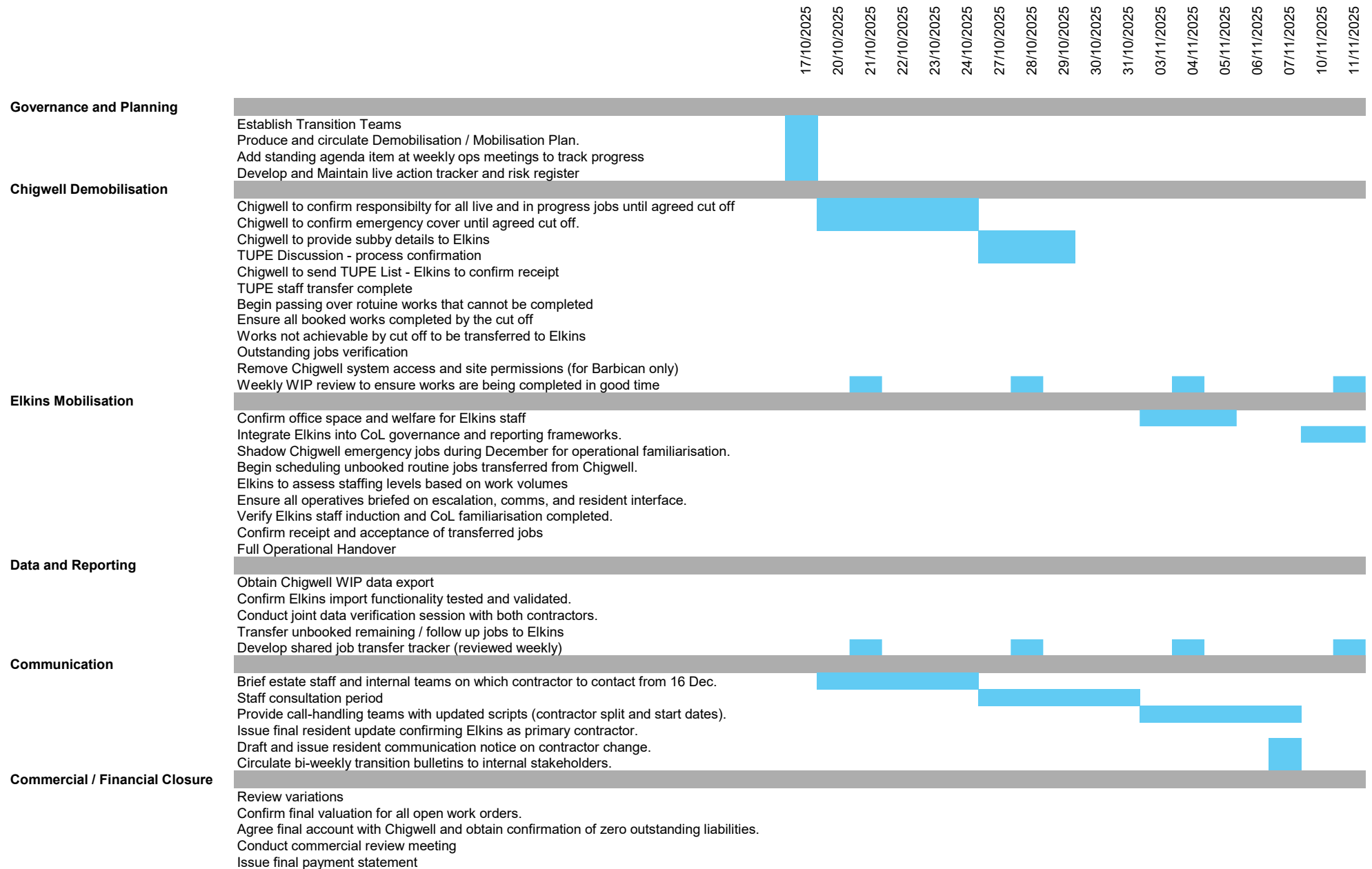


## Phase 1 - Chigwell / Elkins Transfer



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	12/11/2025	13/11/2025	14/11/2025	17/11/2025	18/11/2025	19/11/2025	20/11/2025	21/11/2025	24/11/2025	25/11/2025	26/11/2025	27/11/2025	28/11/2025	01/12/2025	02/12/2025	03/12/2025	04/12/2025	05/12/2025	08/12/2025	09/12/2025	10/12/2025	11/12/2025	12/12/2025	15/12/2025	16/12/2025
Establish Transition Teams																									
Produce and circulate Demobilisation / Mobilisation Plan.																									
Add standing agenda item at weekly ops meetings to track progress																									
Develop and Maintain live action tracker and risk register																									
Chigwell to confirm responsibility for all live and in progress jobs until agreed cut off																									
Chigwell to confirm emergency cover until agreed cut off.																									
Chigwell to provide subby details to Elkins																									
TUPE Discussion - process confirmation																									
Chigwell to send TUPE List - Elkins to confirm receipt																									
TUPE staff transfer complete																									
Begin passing over routine works that cannot be completed																									
Ensure all booked works completed by the cut off																									
Works not achievable by cut off to be transferred to Elkins																									
Outstanding jobs verification																									
Remove Chigwell system access and site permissions (for Barbican only)																									
Weekly WIP review to ensure works are being completed in good time																									
Confirm office space and welfare for Elkins staff																									
Integrate Elkins into CoL governance and reporting frameworks.																									
Shadow Chigwell emergency jobs during December for operational familiarisation.																									
Begin scheduling unbooked routine jobs transferred from Chigwell.																									
Elkins to assess staffing levels based on work volumes																									
Ensure all operatives briefed on escalation, comms, and resident interface.																									
Verify Elkins staff induction and CoL familiarisation completed.																									
Confirm receipt and acceptance of transferred jobs																									
Full Operational Handover																									
Obtain Chigwell WIP data export																									
Confirm Elkins import functionality tested and validated.																									
Conduct joint data verification session with both contractors.																									
Transfer unbooked remaining / follow up jobs to Elkins																									
Develop shared job transfer tracker (reviewed weekly)																									
Brief estate staff and internal teams on which contractor to contact from 16 Dec.																									
Staff consultation period																									
Provide call-handling teams with updated scripts (contractor split and start dates).																									
Issue final resident update confirming Elkins as primary contractor.																									
Draft and issue resident communication notice on contractor change.																									
Circulate bi-weekly transition bulletins to internal stakeholders.																									
Review variations																									
Confirm final valuation for all open work orders.																									
Agree final account with Chigwell and obtain confirmation of zero outstanding liabilities.																									
Conduct commercial review meeting																									
Issue final payment statement																									

## Phase 1 - Chigwell / Elkins Transfer

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