

**Checklist for the procedure of a ventilation system handover**

Before handover, all ventilation systems **should not be operated** for a longer period of time in order to avoid contamination and damage due to construction dust and the like. For this purpose, it is recommended to keep the installed inner screens closed and not to use the device filters.

**The handover of a ventilation system to the building owner or user can be carried out according to the following procedure:**

- Open all inner screens together with the purchaser. The existing red information labels are to be removed by the user only.
- Install the filter together with the purchaser.
- Brief instruction of the purchaser.
  - Explanation of the switch functions and the installed controls and operating control units.
  - Test the system together (e.g. reverse the corresponding fans or check the volume flow rates).
- Handover of the ventilation planning to the purchaser (possibly with a ventilation concept).
- Handover of the owner's checklist.
  - Initial completion together with the purchaser.
- Handover of the necessary user information (available at [www.lunos.de](http://www.lunos.de) in the "My LUNOS" area or under "Downloads").
- Instructions for cleaning and care of the units (hand over separate user information).
- Have the handover signed off by the purchaser.

It may be necessary to enter into separate agreements with the purchaser (e.g. increased sound insulation, driving rain resistance, filter classes or similar).

**Pre-printed reports and checklists are available for the handover report.**

Please also visit our homepage at [www.lunos.de](http://www.lunos.de).