

Hospital Facility Handover Certificate Guide

1. Introduction

This guide provides a sample structure for a Hospital Facility Handover Certificate. It outlines the key components needed for the completion and transfer of facilities between concerned parties.

2. Certificate Information

Project Name	
Facility Location	
Handover Date	
Parties Involved	

3. Scope of Handover

Describe the specific works and areas included in the handover.

- Building Structures
- Medical Equipment Installed
- Utilities and Services
- Documentation

4. Inspection & Completion Status

Confirm the inspection status and completion of works.

Item	Status	Remarks
Main Building		
Mechanical, Electrical, Plumbing		
Medical Gas System		
Other Facilities		

5. List of Documents Provided

1. As-built Drawings
2. Operation & Maintenance Manuals
3. Warranty Certificates
4. Testing & Commissioning Reports

6. Signatures

Name	Designation	Organization	Signature	Date

7. Notes

Any relevant remarks, pending issues, or special instructions pertaining to the handover.