

# 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

- As-built Drawings
- Operation & Maintenance Manuals
- Warranty Certificates
- Testing & Commissioning Reports

## 6. Signatures

Name	Designation	Organization	Signature	Date

## **7. Notes**

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