

Commercial Construction Project Handover Summary

Project Information

Project Name: _____

Project Address: _____

Project Number: _____

Main Contractor: _____

Client / Owner: _____

Date of Handover: _____

Contact Details

Contact Name	Company	Role	Email	Phone

Scope of Work

Key Dates

Milestone	Date
Project Start Date	
Practical Completion	
Final Completion	

Outstanding Issues / Defects

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Documents Provided

- As Built Drawings
- Operation & Maintenance Manuals

- Warranties & Guarantees
- Test Certificates
- Other:

Summary of Handover Meeting

Sign-Off

Name	Role	Signature	Date