

Site Handover Checklist Template

Project Name:

Site Address:

Contractor:

Client:

Date of Handover:

Checklist

Item	Status	Comments
Site cleared of debris and materials	Complete/Pending	
All utilities connected and operational		
As-built drawings provided		
Operation and maintenance manuals delivered		
Health and safety file provided		
Commissioning and testing completed		
Defects and snags identified and rectified		
Access control handed over		

Permits and certificates provided		
Final inspection by client completed		

Additional Notes

Sign-Off

Name	Role	Signature	Date