

Site Handover Checklist Template

Project Name:

Site Address:

Contractor:

Client:

Date of Handover:

Checklist

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

Permits and certificates provided	<div></div>	<div></div>
Final inspection by client completed	<div></div>	<div></div>

Additional Notes

Sign-Off

Name	Role	Signature	Date
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>