

Construction Project Handover Checklist

Project Name: _____

Project Number: _____

Location: _____

Date: _____

Client/Owner: _____

General Information

Item	Yes	No	Remarks
All works completed as per contract			
Site cleaned and cleared of debris			
As-built drawings submitted			
Operation & maintenance manuals handed over			
All keys and access codes delivered			

Building Services

Item	Yes	No	Remarks
Electrical systems tested & operational			
Plumbing and water supply operational			
HVAC commissioned and running			
Fire safety systems tested			
Communication/data systems installed			

Documentation

Item	Yes	No	Remarks
Completion certificates (if any)			
Warranties and guarantees submitted			
Spares & special tools handed over			

Final inspection report attached

Defects list (if any) provided

Project Manager

Date: _____

Client/Owner Representative

Date: _____