

CLIENT HANDOVER CHECKLIST



SITE ADDRESS/PROJECT:

DATE:

FOREMAN:

Comments

Date

Initial

A Subcontractor completion Checklist

Subcontractor handover checklist completed

Completed for every subcontractor

B Practical Completion Preparation

All inspections & tests in Project Quality Plan completed & acceptable

Guarantees & producer statements received from Subcontractors

Inform client ready for final inspection

Undertake final inspection with client

Apply for Practical Completion Certificate

C Outstanding Work

Agree Defect List

Remedial actions taken for punch list

Re-inspect remedial actions

Document remedial actions taken

Sign off defect list

D Final Inspect and Payment

Resolve Disputes

Finalise Claims

Finalise provisional guarantees/sums

Finalise subcontractor accounts

Finalise variation orders

Final claim submitted

		Comments	Date	Initial
E	Site Clearance			
	Disconnect temporary service (see J below)			
	Cancel security service (if any)			
	Remove buildings, plant & equipment			
	Remove fences, signage & rubbish			
	Archive site files			
F	Final Code and Payment			
	Code of Compliance cert issued			
	Final payment			
G	Handover Checklist			
	Complete & provide handover documentation to client			
	Conduct operator & maintenance training			
	Issue keys/codes			
	Arrange transfer of insurance risk			
H	Disconnect Temporary Services			
	Power company to disconnect power and read meter			
	Water company to disconnect water and read meter			
	Phone company to disconnect phone and send final account			
	Portaloos removed			
	Waste bin company to remove bins			
I	Project Debrief			
	Project debrief report completed & Distributed			
	Project debrief meeting conducted (may be with client)			
J	Defects Liability Period			
	Agree list of any new defects			
	Sign off defect list and defects rectified			
	Agree maintenance schedule			
	Sign off maintenance schedule			