

HANDOVER CHECKLIST

S.No.	Sub-System	Component	Statutory Documentation	User & Technical Documentation	Testing/Checking Evidence	Own Verification
1	Building Structure	Building	Property Documents executed between the Land owners and Builders			
			Approved Building Construction Plan			Manual inspection for incomplete / defective construction, leakages, etc.
			Completion Certificate			Refer U.P. Apartment Act 2010 for all components
			Occupancy Certificate			
			Copy of "Declaration" dully vetted by competent authority			Declaration should be approved by GDA to ensure 100% compliance of U.P. Apartment Act 2010
			Detail of compounding (if any) along with all relevant documents, payment receipt and Clearance certificate by competent authority			Should be verified with original approved plan and modified approved plan and current approved plan. Approval for convenient shop, stores in basement should be verified for 100% compliance
			NoC from Fire Department			
			NoC from Electrical Inspector			
			Clearance to operate Elevators			

			Building Insurance Document			
2	Electricals	Switchgear, Meters, panels, Transformers etc	All approvals /NOCs from relevant authorities	Wiring Diagrams		Check major components (common area lighting, pumps, etc.)
		Electricity Sactioned and allotted load	Sanction letter from relevent authorities	Flatwise allotted load		Check the capacity planning and emergency backup plans
		DG Sets		Technical Documentation and Specifications with Warranty and AMC documents		Check auto switch on/off on mains fail and safety measures
			Allotted load	Flatwise allotted load		Check the capacity planning and emergency backup plans, configuration of DG sets with panel to run DG sets one by one and all at the same time
						Check Diesel Consumption and compare with bench marks
						Diesel Storage facility
		Lifts	Clearance to operate Elevators	Functional & Safety features Manuals, Warranty Cards, AMC agreements		Check the working of proper working of lifts and all safety measures
3	Water, Plumbing & Sanitation	Mains water supply system	Approval from local authorities for Ganga Water Supply	Piping Diagrams		Manual inspection of key pipes for leakages
				Sump and Overhead Tank Documentation		Manual checking of mains meter for correct functioning

				Technical documentation for pumps		
		Overhead Tanks		Technical documentation for Overhead tanks		
		Bore well	Approval from local authorities for Bore well	Documentation indicating Borewell depth, etc	Bore well yield report	Manual test of Bore well yield
		RWH (Rain Water Harvesting)	Documented evidence of RWH compliance		Technical details of RWH system including details of Terrace Area covered, Piping, Sump details	Lab test of water quality
		STP (Sewage Treatment Plant)	Approval from local authorities for Bore well	STP Compliance	Technical details of STP system	Working of STP system
4	Fire & Emergency Management	Detectors and Alarm System		Inspection Certificate from Fire Safety authorities		Manual checks of detectors, panels etc.
						Manual check of Public Address System
						Manual check of Panic Button System
			Inspection Certificate from Fire Safety authorities	Piping diagrams for fire pipes	Proof of fire system checks	Inventory of Hoses (brass fittings are valuable and tend to be stolen)
						Random checking of hydrants– open and close Pumps & Control Systems
						Technical documents including specifications
		Pumps & Control Systems		Technical documents including specifications		Manual checks of pumps

		Fire Extinguishers				Check the required quantity
5	Electronic Security	CCTV System		User Manuals and Technical Documentation, warranty/AMC of CCTV	Inspection Report	Manual verification of (a) Viewing of Images/vedio (b) Retrieval from Storage System
		Access Control System		Technical Documentation and warranty/AMC documents	Inspection Report	Manual testing of all access points
						Documented procedure with identified vendor for replacement of access cards
6	Piped Gas System		Applicable approvals from relevant authorities	Piping Diagrams	Inspection Report	Manual inspection to the extent possible
7	Club	Party Hall, Gym and other facilities		Technical and safety documents including specifications	Electrical Load etc	Check the working of all the equipments
8	Multi Utility Pre-Paid Meter		Applicable approvals from relevant authorities to use pre-paid multi utility meter	Technical documents including specifications	Service Agreement with the vendor	Check the functioning of pre-paid meter system Check the validation of pre-paid software to ensure any change in the tariff/rate and sanctioned load is captured under audit trail.
9	Finance		Payment Record for Taxes towards Property, Construction and Maintenance. Invoice against service tax paid on maintenance			

		charges.			
		Payment Record for Nagar Nigam/GDA for Water Supply, Sewer and Electrical Supply along with No Due Certificates from every department.			
		Apartment wise Detail of IFMS and Sinking fund to be refunded to the AOA/Apartment Owners and detail of deductions (if any) only as per the provision of U.P. Apartment Act 2010			
		Record of Security deposits at various authorities like Electricity, Water etc.			
		Record of Maintenance Expenses while under Builder's Maintenance			
		Record of all Collections made from the Owners (except purchase related)			
		Contracts with existing Maintenance, Security staff			

10	Legal		Sale Deed copy/Proof of Ownership of all Owners			
			Car Parking Allocation Record			
			All Legal Documents executed between the Builder & Landowner			
			Contracts with Vendors and No Due certificate from essential service vendors			
			Undertaking by the Builder regarding Indemnity & Limitation of Liabilities of the Society for all transactions prior to the Handover Date			