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# Building Turnover Checklist

## General Information

- **Building Name:** [Insert Name]
- **Location:** [Insert Address]
- **Turnover Date:** [Insert Date]
- **Client/Owner Representative:** [Insert Name]
- **Contractor/Builder Representative:** [Insert Name]

## Documentation

- **As-Built Drawings:** Finalized and approved by all stakeholders.
- **Permits and Certifications:** All necessary permits, occupancy certificates, and compliance documentation handed over.
- **Warranty Documents:** Detailed warranties for equipment, materials, and systems.
- **Maintenance Manuals:** Operating and maintenance manuals for all installed systems.
- **Safety Documentation:** Fire safety plans, evacuation procedures, and emergency response guides.

## Site Inspection

- **Structural Integrity:** Verify completion and inspection of structural work.
- **Punch List:** Address and resolve all items on the punch list.
- **Fixtures and Finishes:** Ensure all fixtures, finishes, and furniture meet the required standards.
- **Accessibility Compliance:** Verify compliance with accessibility standards (e.g., ramps, elevators).

- **Cleanliness:** Ensure building is cleaned and presentable for turnover.

## Systems and Utilities

- **Electrical Systems:** All systems tested and operational, including lighting, outlets, and backup generators.
- **Plumbing Systems:** Functional water supply, drainage, and fixtures.
- **HVAC Systems:** Proper operation of heating, ventilation, and air conditioning systems.
- **Fire Safety Systems:** Installation and testing of alarms, extinguishers, sprinklers, and fire exits.
- **Elevators and Escalators:** Inspected, tested, and certified.

## Handover Items

- **Keys and Access Cards:** Complete set of keys, master keys, and access cards handed over.
- **Utility Accounts:** Transfer of accounts for electricity, water, gas, and internet services.
- **Equipment Inventory:** List of all equipment installed in the building.
- **Digital Access:** Credentials and access codes for digital systems (e.g., security, automation).

## Final Walkthrough

- **Client Walkthrough:** Conduct final walkthrough with client/owner representatives.
- **Issue Resolution:** Document and address any remaining issues.
- **Approval:** Obtain formal sign-off from the client/owner.

## Signatures

**Contractor/Builder Representative:** \_\_\_\_\_ **Date:**

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**Client/Owner Representative:** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Witness (Optional):** \_\_\_\_\_ **Date:**

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