horizontal line**Construction Turnover Checklist**

#### **Project Information**

* Project Name: [Insert Name]
* Location: [Insert Location]
* Handover Date: [Insert Date]
* Contractor Name: [Insert Name]
* Client Representative: [Insert Name]

#### **Documentation**

* Final project plans and blueprints.
* As-built drawings submitted and approved.
* Permits and certifications provided.
* Safety manuals and operational guides.
* Warranty documents for materials and systems.

#### **Site Inspection**

* Walkthrough completed with the client.
* Punch list items addressed.
* Sign-off on structural inspections.
* Confirmation of material quality.
* Delivery of all keys, access cards, and codes.

#### **System Handover**

* HVAC systems tested and operational.
* Electrical systems verified.
* Plumbing systems are functional.
* Fire safety equipment inspected and operational.
* IT systems installed and configured.

#### **Signatures**

**Contractor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_