### horizontal line**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.

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#### **Signatures**

**Contractor/Builder Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Client/Owner Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Witness (Optional):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_