
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: _____