### horizontal line**Construction Turnover Checklist**

**1. General Information**

* **Contractor's name**:
* **Project manager's name**:
* **Project location**:
* **Date of turnover**:
* **Client's name**:

**2. Project Inspection**

* **Building Structure**
  + Inspect the foundation, walls, and ceilings
  + Ensure structural integrity of the building
  + Check for any cracks, settlement issues, or damage
* **Exterior & Roof**
  + Ensure proper finishing of exterior walls
  + Check the roof, drainage systems, and gutters
* **Interior**
  + Ensure proper installation of windows, doors, and flooring
  + Check that all interior walls, ceilings, and floors are free from defects

**3. Mechanical, Electrical, and Plumbing Systems (MEP)**

* **HVAC Systems**
  + Check the HVAC system for proper functioning
  + Inspect vents and ductwork
* **Plumbing**
  + Test water pressure and inspect pipes for leaks
  + Check fixtures, faucets, and water heaters
* **Electrical Systems**
  + Test electrical outlets, switches, and lighting
  + Check the electrical panel and ensure all safety features are in place

**4. Documentation & Certifications**

* **Building Codes and Permits**
  + Provide all necessary building permits and code compliance certificates
  + Ensure that the building meets local regulations
* **Warranties & Manuals**
  + Transfer warranties for appliances, equipment, and materials used
  + Provide maintenance manuals for all systems.

**5. Site Cleanup & Safety**

* Ensure the site is cleaned of debris, construction materials, and equipment
* Ensure proper disposal of hazardous materials
* Confirm that safety signage and emergency exits are in place

**6. Sign-off**

* **Signature of Contractor**:
* **Signature of Client/Project Manager**:
* **Date**: