

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:**