
Building Handover Checklist

1. General Information

- Building address, project name, and handover date.
- Contact details of the contractor and client.
- List of key stakeholders involved.

2. Physical Inspection

- Verify the condition of walls, floors, and ceilings.
- Test functionality of utilities (electricity, plumbing, HVAC).
- Inspect doors, windows, and locks.

3. Documentation

- Provide construction and architectural drawings.
- Deliver user manuals for equipment and systems.
- Warranty certificates and maintenance schedules.

4. Systems and Equipment

- Confirm operation of elevators, fire alarms, and security systems.
- Test lighting, water supply, and drainage systems.
- Provide handover of all installed appliances or machinery.

5. Pending Work and Snag List

- Document incomplete tasks or defects.
- Share timeline for pending repairs or adjustments.
- Confirm a process for addressing future issues.

6. Final Handover

- Transfer of keys, access cards, or control codes.
- Schedule a walkthrough with the client.
- Obtain formal acceptance and sign-off.