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# 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.