### horizontal line**Construction Project Handover**

#### **1. Executive Summary**

* Brief overview of the construction project, including purpose, scope, and timeline.
* State the purpose of the handover.

#### **2. Project Overview**

* **Project Description:** [Detailed description of the construction project]
* **Scope of Work:** [Include deliverables like buildings, structures, or infrastructure]
* **Stakeholders:** [List all involved parties—contractors, architects, owners]

#### **3. Current Project Status**

* **Completed Tasks:** [e.g., Foundation, structural work, interiors]
* **Pending Tasks:** [e.g., Landscaping, punch list items]
* **Issues/Challenges:** [Include unresolved site issues or delays]

#### **4. Deliverables**

* **Drawings and Plans:** [Blueprints, as-built drawings]
* **Inspection Certificates:** [E.g., safety inspections, permits]
* **Maintenance Guidelines:** [Operational and maintenance manual]
* **Completed Structures:** [Include descriptions and handover documentation]

#### **5. Key Contacts**

* **Site Supervisor:** [Name and contact details]
* **Contractor:** [Name and contact details]
* **Client Representative:** [Name and contact details]

#### **6. Tools and Access Details**

* **Keys/Access:** [Include keys, access codes, and security information]
* **Utilities:** [Details of water, electricity, and other utilities access]

#### **7. Pending Approvals**

* [List pending items such as final inspections or client approvals.]

#### **8. Knowledge Transfer**

* **Key Learnings:** [Highlight critical details like structural challenges and solutions]
* **Safety Measures:** [Provide safety training or documentation]
* **FAQs:** [Address common questions about site operations]

#### **9. Post-Handover Support**

* **Support Contacts:** [E.g., maintenance team or emergency contacts]
* **Warranty Details:** [Information on warranties provided by contractors]

#### **10. Sign-off**

**Prepared By:**Name: [Insert Name]  
Signature: [Insert Signature]  
Date: [Insert Date]

**Received By:**Name: [Insert Name]  
Signature: [Insert Signature]  
Date: [Insert Date]