
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]