

Construction Handover Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project Information

[Enter project information information here.]

02 - Handover Scope

[Enter handover scope information here.]

03 - Completed Works

[Enter completed works information here.]

04 - Punch List

[Enter punch list information here.]

05 - As-Built Documents

[Enter as-built documents information here.]

06 - O&M; Manuals

[Enter o&m; manuals information here.]

07 - Warranties

[Enter warranties information here.]

08 - Training

[Enter training information here.]

09 - Keys and Access

[Enter keys and access information here.]

10 - Outstanding Items

[Enter outstanding items information here.]

11 - Acceptance

[Enter acceptance information here.]

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