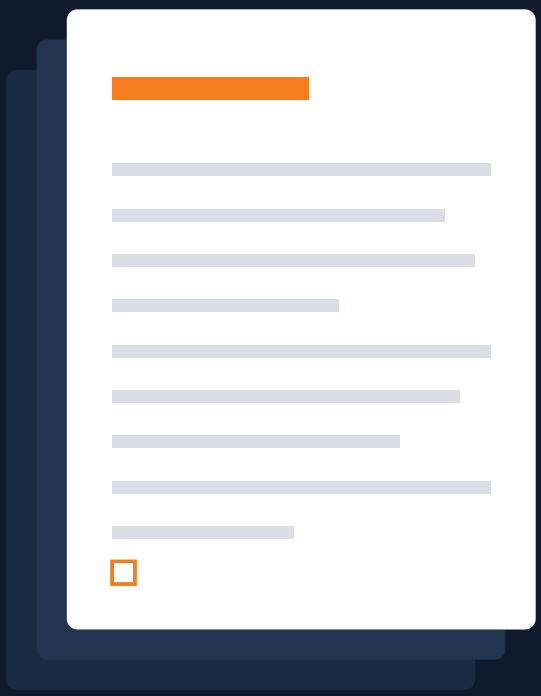
Documentation
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FREE TEMPLATE

CONSTRUCTION

Handover Checklist

Confirms everything needed for commissioning and facility turnover is complete.

INTENDED USERS

Closeout Managers, Facilities Teams

TYPICAL USE CASE

Commissioning, facility turnover

About this template

The Handover Checklist makes sure the owner receives a working, documented and maintainable building. Tick off commissioning, documentation, training, keys and warranties before practical completion is signed.

Detail	
Intended users	Closeout Managers, Facilities Teams
Typical use case	Commissioning, facility turnover

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Building / area**	
Handover date		**Closeout manager**	
Facilities manager			

01 Commissioning & Testing

	Item	Date	Cert. ref
☐	*[HVAC systems commissioned and balanced]*		
☐	*[Electrical testing complete]*		
☐	*[Fire alarm & sprinklers certified]*		
☐	*[Plumbing pressure tested]*		
☐	*[Lifts certified]*		
☐	*[BMS / controls verified]*		

02 Documentation

	Item	Received	Location
☐	*[As-built drawings]*		
☐	*[O&M manuals]*		
☐	*[Warranties & guarantees]*		
☐	*[Test certificates]*		
☐	*[Occupancy certificate]*		
☐	*[Spare parts list]*		

03 Training

System	Trainer	Attendees	Date

04 Keys, Access & Security

Item	Qty	Handed to	Date
[Master keys]			
[Access cards]			
[Alarm codes]			

05 Spare Parts & Attic Stock

Item	Qty	Location

06 Outstanding Items

Item	Responsible	Due

07 Handover Acceptance

Role	Name	Signature	Date
Contractor			
Owner / Client			
Facilities Manager			

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