

Construction Handover Checklist

A construction handover checklist for handing a finished building over to the owner.

Pre-handover readiness

- ☐ Confirm construction and the punch list are complete.
- ☐ Verify the certificate of occupancy is obtained.
- ☐ Ensure final cleaning is finished.
- ☐ Confirm all systems are tested and commissioned.
- ☐ Assemble the complete handover documentation package.
- ☐ Schedule the handover meeting with the owner.

Final walkthrough

- ☐ Walk the entire building with the owner.
 - ☐ Demonstrate finishes, fixtures and equipment.
 - ☐ Confirm the building matches the contract and drawings.
 - ☐ Note any final or outstanding items.
 - ☐ Photograph the condition at handover.
 - ☐ Agree on timelines for any remaining work.
- Record the walkthrough to document the building's condition at acceptance.

Keys and access

- ☐ Transfer all keys, labeled by location.
- ☐ Hand over access cards, fobs and codes.
- ☐ Provide alarm and security system credentials.
- ☐ Confirm utility accounts are transferred to the owner.
- ☐ Hand over remote controls and devices.
- ☐ Document all access items transferred.

Documentation and warranties

- ☐ Provide as-built drawings and final plans.
- ☐ Hand over operation and maintenance (O&M) manuals.
- ☐ Deliver all warranties with start dates and terms.
- ☐ Provide inspection and test certificates.
- ☐ Include maintenance schedules and contacts.
- ☐ Supply product data and spare materials list.

Systems training

- ☐ Train the owner's team on HVAC and controls.
- ☐ Demonstrate electrical panels and emergency power.
- ☐ Show plumbing shutoffs and water systems.
- ☐ Explain fire and life-safety system operation.
- ☐ Review routine maintenance requirements.
- ☐ Provide emergency and shutdown procedures.

Sign-off and acceptance

- ☐ Review the handover package together.
- ☐ Confirm all items are transferred and understood.
- ☐ Document agreement on any outstanding items.
- ☐ Obtain the owner's signed acceptance.
- ☐ Provide post-handover support and warranty contacts.
- ☐ Retain a signed copy for project records.