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.