







FINAL HANDOVER CHECKLIST

QUALITY DELIVERED. PROMISE FULFILLED. TRUST EARNED.

 PROJECT NAME : _____	 DATE OF COMPLETION : _____
 PROJECT LOCATION : _____	 CLIENT / OWNER : _____
 PROJECT ID : _____	 PROJECT MANAGER : _____

 This checklist ensures that all work is completed in accordance with the contract documents, quality standards, and client requirements, and the project is ready for official handover.

CHECKPOINTS	YES	NO	N/A	REMARKS
 1. DOCUMENTATION & APPROVALS <ol style="list-style-type: none"> All work completed as per contract documents Approved drawings & revisions up to date All inspections & tests completed Authority approvals & NOCs obtained Operation & maintenance manuals submitted As-built drawings & documents submitted 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 2. SITE & WORK COMPLETION <ol style="list-style-type: none"> All civil, architectural & MEP works completed Snag list prepared & all items rectified Finishes, fixtures & fittings installed properly External works & landscaping completed Site cleaned & free from debris Safety signs & temporary facilities removed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 3. SYSTEMS & EQUIPMENT <ol style="list-style-type: none"> All systems tested & operational HVAC, electrical, plumbing systems verified Fire safety systems tested & certified Lifts, generators & equipment tested Controls, automation & BMS verified Warranties & guarantee provided 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 4. CLIENT ORIENTATION <ol style="list-style-type: none"> Client walkthrough completed System operations training provided Maintenance procedures explained Key contacts & service providers shared Spare parts & tools handed over Feedback & satisfaction confirmed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
 5. FINAL HANDOVER <ol style="list-style-type: none"> Final handover meeting conducted Handover certificate signed Keys & access cards handed over All deliverables accepted by client Pending items (if any) documented Project officially closed out 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

 <p>THANK YOU FOR TRUSTING DWELUP CORPORATION TO DELIVER EXCELLENCE.</p>	<p>PREPARED BY</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>	<p>REVIEWED BY</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>	<p>ACCEPTED BY (CLIENT)</p> <p>NAME : _____</p> <p>DESIGNATION : _____</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>
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