

Building Handover Checklist Template

Streamline building handovers with our Building Handover Checklist Template.

Includes 2 Pages



The image displays a 'Building Handover Checklist' template. At the top, there is a logo for 'Conquest Tech Solutions' with the text 'Innovating. On. Cloud.' and 'October 15, 2020'. Below the logo, the title 'BUILDING HANDOVER CHECKLIST' is centered. A section titled 'Purpose' explains that the checklist is a document created from construction to completion, safeguarding project quality, and ensuring quality control, responsibility, and timeline for a successful building handover process.

No.	Task/Description	Responsible Party	Due Date	Status	Remarks
1	Verify completion of construction	Contractor	10/15/2020	Incomplete	
2	Inspect structural integrity	Engineer	10/15/2020	Incomplete	
3	Test electrical systems	Electrician	10/15/2020	Incomplete	
4	Test plumbing and HVAC systems	Plumber	10/15/2020	Incomplete	
5	Test fire alarm system	Fire Alarm Technician	10/15/2020	Incomplete	
6	Review the safety protocols for construction	Safety Officer	10/15/2020	Incomplete	
7	Verify final inspection of all systems	Building Inspector	10/15/2020	Incomplete	
8	Transfer building system data	Security Team	10/15/2020	Incomplete	
9	Transfer system data	System Manager	10/15/2020	Incomplete	
10	Check for completion of all systems	Building Manager	10/15/2020	Incomplete	
11	Complete all required documentation	Building Team	10/15/2020	Incomplete	
12	Review all system data	Security	10/15/2020	Incomplete	
13	Transfer system data	System Manager	10/15/2020	Incomplete	
14	Complete all required documentation	Building Team	10/15/2020	Incomplete	

Building Handover Manual Template

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A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

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