

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 it. The title 'BUILDING HANDOVER CHECKLIST' is centered. Below the title, a section titled 'Purpose' explains that the checklist is a document created from construction to completion, safeguarding project quality and ensuring smooth handover. The main part of the template is a table with 14 rows and 6 columns: 'No.', 'Task/Description', 'Responsible Party', 'Due Date', 'Status', and 'Remarks'. The tasks listed include 'Verify completion of construction', 'Inspect structural integrity', 'Verify electrical systems', 'Verify plumbing and HVAC systems', 'Verify fire alarm system', 'Verify security system', 'Verify fire safety system', 'Verify fire safety system', 'Verify fire safety system', 'Verify fire safety system', 'Verify fire safety system', 'Verify fire safety system', 'Verify fire safety system', and 'Verify fire safety system'. A pen is shown resting on the bottom left of the checklist.

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	Verify electrical systems	Electrician	10/15/2020	Incomplete	
4	Verify plumbing and HVAC systems	Plumber	10/15/2020	Incomplete	
5	Verify fire alarm system	Fire Alarm Technician	10/15/2020	Incomplete	
6	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
7	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
8	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
9	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
10	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
11	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
12	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
13	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	
14	Verify fire safety system	Fire Safety Team	10/15/2020	Incomplete	

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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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