

Construction Handover Checklist

Everything that has to be complete, tested, certified and handed over before practical completion. · Free template from SiteAudit — siteaudit.app/templates

PROJECT

ADDRESS

CLIENT

CONTRACT

PRACTICAL COMPLETION DATE

PREPARED BY

DATE

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
1. Works complete							
1	All works complete in accordance with the contract documents						
2	Punch list and snagging items closed and verified						
3	Builder's clean completed to all areas						
4	Temporary works, site accommodation and protection removed						
5	External works, landscaping and making good complete						
2. Testing & commissioning							
6	Mechanical systems commissioned and witnessed						
7	Electrical installation tested and certified						
8	Fire alarm and detection system tested and certified						
9	Emergency lighting tested and certified						
10	Water systems flushed, chlorinated and sampled						
11	Lifts, gates and powered doors commissioned and certified						
3. Statutory certificates							
12	Building control completion certificate issued						
13	Electrical installation certificate (EIC) issued						
14	Gas safety certificate issued						
15	Fire risk assessment completed for the completed building						
16	Air tightness and energy performance certificates issued						
4. Documentation							
17	As-built drawings issued in agreed format						

Ref	Item	Y / N / N/A	Observation / evidence	Action required	Owner	Due date	Status
18	Operation and maintenance manuals issued and indexed						
19	Health and safety file complete and handed to the client						
20	Equipment schedules, warranties and guarantees collated						
21	Asset register and spares list provided						
5. Access & training							
22	Keys, fobs and access codes handed over and recorded						
23	Alarm and access control codes reset and transferred						
24	Client and facilities team trained on plant and controls						
25	Emergency and out-of-hours contact list issued						
26	Utility accounts transferred to the client						
6. Commercial							
27	Final account position agreed or recorded						
28	Retention and defects liability period confirmed in writing						
29	Insurances transferred to the client from the handover date						
30	Defects reporting procedure agreed and issued						

How to use this template

1. Start filling this in at least six weeks before practical completion. Most of what delays handover is paperwork, not building work.
2. Certificates are the long lead item — chase the ones that depend on third parties first.
3. Do not accept "to follow" against a documentation line. Record the date it was actually received.
4. Hand over the health and safety file as a condition of practical completion, not afterwards.

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