

Project Handover Checklist

Construction & Infrastructure

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Hand over cleanly with everything in order — a handover checklist (snag closure, testing and commissioning, as-built drawings, warranties, O&M manuals, completion and occupancy certificates, keys, statutory documents), the documentation to hand over and a client sign-off. Fill in your details below.

Purpose of this tool & output

Hand over cleanly with all documents

How the output is used

Use the checklist to hand over cleanly with all drawings, certificates, warranties and documents in place.

Important cautions

AI-generated checklist; adapt to your project and contract.

Companion documents

- Site Execution Plan
- Site Operations SOP
- Daily Progress Report (DPR)
- Method Statement Writer
- Site Layout & Logistics Plan
- Work Quality Checklist

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.