

# Contractor Handover Documentation Checklist

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Contractor Name]

Subject: Handover Documentation Checklist

## Documentation Checklist

- Project Closure Report
- As-Built Drawings
- Operation and Maintenance Manuals
- Warranty Documents
- Final Inspection Reports
- Certificate of Completion
- Subcontractor Releases
- Safety Documentation
- Financial Closure Documents
- Contact Information for Future Reference

Thank you for your attention to this matter. Please confirm receipt of this checklist and the acceptance of the documentation.

Sincerely,

[Contractor Name]

[Contractor Company Name]

[Phone Number]

[Email Address]