

# Construction Project Handover Checklist

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Handover Checklist for [Project Name]

## Project Details

**Project Name:** [Project Name]

**Project Address:** [Project Address]

**Project Manager:** [Project Manager Name]

## Handover Checklist

- Completion of Construction Work
- All Required Permits and Approvals
- Final Inspection Reports
- As-Built Drawings and Specifications
- Operation and Maintenance Manuals
- Warranty Information
- Final Invoice and Payment Confirmation
- Site Cleanliness and Demobilization

## Notes

[Any additional notes or comments]

## Signatures

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[Your Name]

[Your Position]

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[Recipient Name]

[Recipient Position]