

# Site Handover Checklist

Practical completion and handover. What gets asked for, in the order it gets asked.

|                |      |              |
|----------------|------|--------------|
| PROJECT / SITE | DATE | COMPLETED BY |
|                |      |              |

## THE WORKS

- ☐ Defects inspection completed with the client or superintendent
- ☐ Defect list issued, with owners and dates
- ☐ Critical defects closed before handover, not after
- ☐ Final clean completed
- ☐ Protection removed and finishes checked

## CERTIFICATES AND APPROVALS

- ☐ Occupancy or compliance certificate obtained
- ☐ Electrical, plumbing, fire and mechanical certificates collected
- ☐ Structural and engineering sign-offs
- ☐ Essential safety measures schedule issued
- ☐ Waterproofing and warranty documentation

## COMMISSIONING

- ☐ Systems commissioned and results recorded
- ☐ Integrated systems test completed where required
- ☐ Fire systems tested, certified and monitored
- ☐ Permanent power energised and temporary supply removed

## O&M AND WARRANTIES

- ☐ Operation and maintenance manuals compiled
- ☐ Warranties collected and dated from the right date
- ☐ Spares, keys and access devices handed over and receipted
- ☐ As-built drawings issued

## RECORDS

- ☐ Site diary and daily records complete and filed
- ☐ Variation and RFI registers closed
- ☐ Subcontractor documentation archived
- ☐ Photographic record of completed works

## THE HANDOVER ITSELF

- ☐ Walkthrough with the incoming party
- ☐ Training or demonstration where systems need it
- ☐ Defects liability period start date agreed in writing
- ☐ Handover signed and dated by both parties

This is the checklist. The controlled version — with risk assessment, control measures, sign-offs and a **live QR record** that proves which revision you are holding — is part of the Obras document system.

**obrasonsite.com.au**