

Project Handover Checklist for Facility Management

The **project handover checklist** for facility management ensures a seamless transition from construction to operations by verifying all critical tasks and documentation are completed. It helps facility managers verify system functionality, safety compliance, and maintenance requirements. This checklist is essential for minimizing operational disruptions and optimizing facility performance post-handover.

General Information

- Project Name: _____
- Project Location: _____
- Date of Handover: _____
- Project Manager: _____
- Facility Manager: _____

Documentation

1. All as-built drawings and manuals handed over
2. Operation and maintenance (O&M) manuals provided
3. Warranties and guarantees received
4. Asset register and equipment lists submitted
5. Certificates (fire, electrical, gas, etc.) included
6. Training records for facility staff

Systems Verification

- Mechanical & Electrical systems functional
- Fire protection and alarm systems tested
- HVAC systems commissioned and operational
- Plumbing and drainage checked
- Elevators and escalators tested
- Building management system (BMS) handed over

Safety & Compliance

- All legal and regulatory approvals obtained
- Emergency exits and signage in place
- Fire extinguishers and systems verified
- Accessibility compliance confirmed
- Hazardous material reports submitted

Maintenance Requirements

- Maintenance schedules delivered
- Spare parts inventory handed over
- Cleaning and maintenance contracts signed
- Vendor and supplier contacts provided
- Preventive maintenance plan activated

Sign-Off

- Facility Manager: _____ Date: _____
- Project Manager: _____ Date: _____
- Other Stakeholders: _____ Date: _____