



Project Turnover Checklist


Project Closeout Documentation

Ensuring all necessary documentation is compiled and readily available for the receiving party.

Project Completion Date

Summary of Project Performance

Final Project Report

 Upload File

Total Project Cost (Actual)

Lessons Learned & Recommendations

Contractor Performance Rating

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Outstanding Contractual Obligations (if any)

Write something...


Date of Final Payment

Enter date...

As-Built Drawings & Specifications

Verification and handover of final, approved drawings and specifications reflecting actual construction.

Complete As-Built Drawing Set

 Upload File

Summary of Changes from Original Design

Write something...

Revised Specification Documents (if applicable)

 Upload File

Description of Deviations/Substitutions (with approvals)

Write something...

Revision Number of As-Built Drawings

Enter a number...

Date of As-Built Drawing Completion

Enter date...

Drawing Format/Software Version

- ☐ AutoCAD 2023
- ☐ Revit 2024
- ☐ Other (Specify in Long Text)

Operation & Maintenance (O&M) Manuals

Provision of comprehensive O&M manuals for all systems and equipment installed.

Confirm receipt of complete O&M Manual set

Write something...


Upload O&M Manual (Mechanical)

 Upload File

Upload O&M Manual (Electrical)

 Upload File

Upload O&M Manual (Plumbing)

 Upload File

Upload O&M Manual (Fire Protection)

 Upload File

Manuals cover all systems?

☐ Yes

☐ No

If 'No', please specify missing manuals or areas of concern:

Write something...

Number of copies provided:

Enter a number...

Warranties & Guarantees

Collection and transfer of all warranties and guarantees for materials, equipment, and workmanship.

Warranty Documents - General Contractor

 Upload File

Warranty Documents - Subcontractors

 Upload File

Warranty Tracking System Used?

☐ Yes

☐ No

Details of Warranty Tracking System (if applicable)

Write something...

Warranty Period - Roofing (Years)

Enter a number...

Warranty Period - HVAC (Years)

Enter a number...

Warranty Period - Electrical (Years)

Enter a number...

Date Warranty Documents Provided

Enter date...

Notes/Comments Regarding Warranties

Write something...

Training & Demonstrations

Provision of training and demonstrations to the receiving party on system operation and maintenance.

Description of Training Provided

Write something...


Topics Covered in Training

- ☐ System Operation
- ☐ Routine Maintenance
- ☐ Troubleshooting
- ☐ Safety Procedures
- ☐ Emergency Procedures

Number of Trainees Attended

Date of Training Session

Training Materials (Manuals, Videos, etc.)

 Upload File

Trainer Signature

Trainer Name


Receiving Party Representative Name

Financial Closeout

Final invoice reconciliation, payment confirmation, and closure of financial records.

Final Invoice Amount

Final Invoice Document

 Upload File

Invoice Issue Date

Enter date...

Payment Due Date

Enter date...

Amount Paid

Enter a number...

Payment Received Date

Enter date...

Notes on Financial Reconciliation (e.g., discounts, adjustments)

Write something...

Payment Status

- ☐ Paid
- ☐ Partially Paid
- ☐ Unpaid


Bank Account Details (Receiving Party)

Write something...

Permits & Approvals

Verification of all permits and approvals received and documentation provided for future reference.

Final Approved Permits

 Upload File

Permit Status Summary

Write something...

Number of Permits Received

Enter a number...

Permit Closure Status

- ☐ Completed
- ☐ Pending
- ☐ Conditional
- ☐ Rejected

Permit Expiration Dates (if applicable)

Enter date...

Notes Regarding Permit Conditions or Restrictions

Write something...

Site Condition & Security

Assessment and documentation of site conditions, securing the site, and removing debris.

Final Site Cleanliness Score (1-10)

Enter a number...

Description of Site Conditions upon Turnover

Write something...

Areas Secured (Select all that apply)

- ☐ Perimeter Fencing
- ☐ Gates
- ☐ Storage Areas
- ☐ Equipment Pads
- ☐ Underground Utilities
- ☐ Landscaping
- ☐ Other (Specify in LONG_TEXT)

Date of Final Site Walkthrough


Enter date...

GPS Coordinates of Main Site Entrance

 [Set My Current Location](#)



Photos of Site Condition

 [Upload File](#)

Name of Security Personnel (if applicable)

Write something...

Details of any remaining security concerns.

Write something...

Contractor Representative Signature (Site Condition)

Equipment & Tools

Return or transfer of all equipment and tools belonging to the contractor.

List of Equipment and Tools to be Transferred

- ☐ Power Tools (Drills, Saws, etc.)
- ☐ Hand Tools (Hammers, Wrenches, etc.)
- ☐ Surveying Equipment (Total Station, Level)
- ☐ Heavy Machinery (Excavator, Loader)
- ☐ Specialized Tools (Specific to Project)


Detailed Condition Report of Each Item

Write something...

Quantity of Each Item Transferred

Enter a number...

Photographic Evidence of Equipment Condition

 Upload File

Transfer Method (Return or Sale)

- ☐ Return to Contractor
- ☐ Sale to Client (specify price)

Notes Regarding Specific Equipment Issues or Agreements

Write something...

Outstanding Issues & Punch List

Resolution and documentation of all outstanding issues and completion of the punch list.

Summary of Outstanding Issues

Write something...

Number of Open Punch List Items

Enter a number...

Updated Punch List Document

 Upload File

Target Completion Date for Punch List Items

Enter date...

Categories of Remaining Items (e.g., Mechanical, Electrical, Civil)

- ☐ Mechanical
- ☐ Electrical
- ☐ Civil
- ☐ Structural
- ☐ Finishes
- ☐ Landscaping

Details of the highest priority issue and proposed solution

Write something...

Status of Punch List Completion

- ☐ Not Started
- ☐ In Progress
- ☐ Completed
- ☐ Delayed

Contractor Representative Signature for Punch List Acknowledgment