

# 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

### Total Project Cost (Actual)

## Lessons Learned & Recommendations

Write something...

## 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

Enter a number...

### Date of Training Session

Enter date...

### Training Materials (Manuals, Videos, etc.)

 Upload File

### Trainer Signature

### Trainer Name

Write something...

### Receiving Party Representative Name


Write something...

# Financial Closeout

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

## Final Invoice Amount

## Final Invoice Document

 Upload File

## Invoice Issue Date

## Payment Due Date

## Amount Paid

## Payment Received 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)

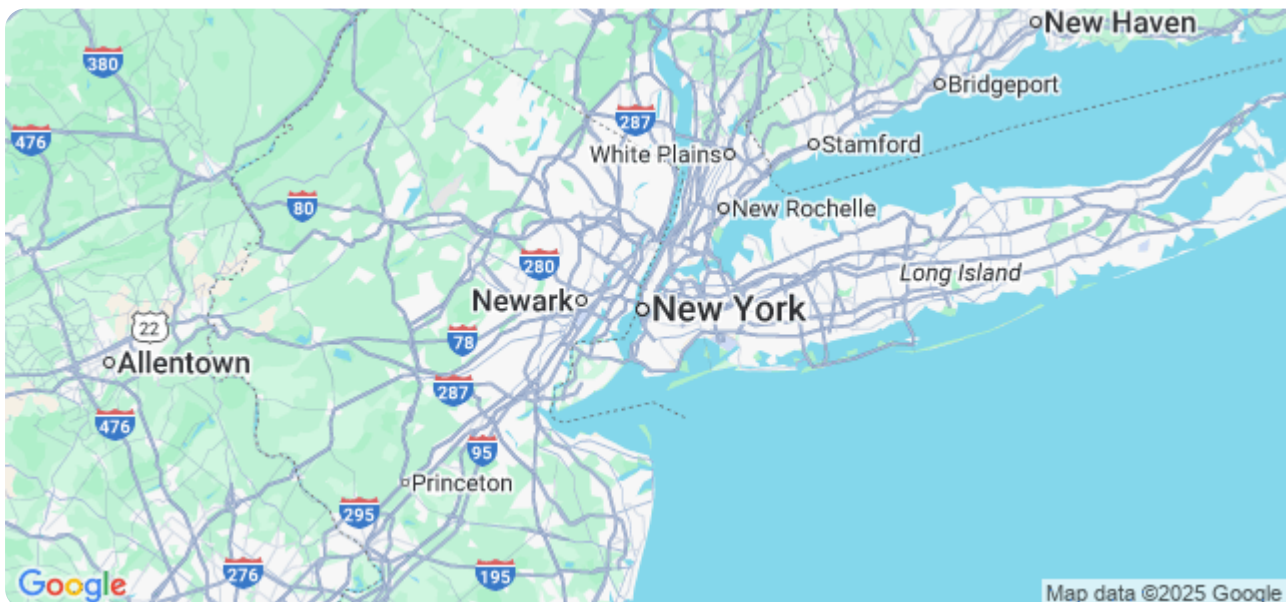
- Perimeter Fencing
- Gates
- Storage Areas
- Equipment Pads
- Underground Utilities
- Landscaping
- Other (Specify in LONG\_TEXT)

## 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**

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