

Building Handover Checklist

Sample MEP handover checklist for FM teams — Facilities Management

Building / Project: _____ Handover Date: _____

Handed over by: _____ Received by: _____

MEP Systems

#	Item	Verified	Remarks
1	As-built drawings received (MEP)		
2	O&M manuals received for all major plant		
3	Equipment warranty certificates received		
4	BMS graphics and points list handed over		
5	Fire alarm cause & effect matrix received		

Documentation

#	Item	Verified	Remarks
1	PPM schedule for first 12 months provided		
2	Test certificates (electrical, fire, lifts)		
3	Building completion certificate copy		

Access & Keys

#	Item	Verified	Remarks
1	Master key set handed over and logged		
2	Plant room access list confirmed		

Sign-off

Role	Name	Signature	Date
Handed over by			
Received by (FM)			