

HVAC Project Handover Checklist

Project Information

Project Name

Location

Project Number

Date

Project Manager

System Details

System Type

Capacity

Checklist

Item	Status (Yes/No)	Comments
As-built Drawings Provided	<input type="text"/>	<input type="text"/>
O&M Manuals Submitted	<input type="text"/>	<input type="text"/>
Test & Commissioning Completed	<input type="text"/>	<input type="text"/>
Training Provided	<input type="text"/>	<input type="text"/>

Warranties Submitted	<div></div>	<div></div>
Balance of Works Completed	<div></div>	<div></div>

Comments / Notes

Signatures

Client Representative

Contractor Representative

Date of Handover