

Mechanical Engineering Handover Checklist

Project Information

Project Name	
Project Number	
Location	
Client	
Date of Handover	
Prepared By	

Document Checklist

Item	Available	Remarks
As-built Drawings		
Operation & Maintenance Manuals		
Test & Commissioning Reports		
Warranty Certificates		
Equipment List		
Training Records		

System Handover

System	Handed Over	Remarks
HVAC		
Plumbing		
Fire Protection		
Pumps		
Compressed Air		
Other (Specify)		

Outstanding Works / Snags

Description	Responsible Party	Target Completion	Status

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Sign Off

Name	Role	Signature	Date
	Engineer		
	Client Representative		