

Telecom Infrastructure Handover Checklist

Project Details

Project Name

Site Location

Date of Handover

Client/Receiving Party

Contractor/Transferring Party

Checklist

Item	Status	Remarks
Site Access Granted	<div></div>	<div></div>
Physical Site Inspection Completed	<div></div>	<div></div>
As-built Drawings & Documentation	<div></div>	<div></div>
Power Supply Verified	<div></div>	<div></div>
Grounding/Earthing Checked	<div></div>	<div></div>
Equipment Inventory Verified	<div></div>	<div></div>
Environmental Controls (HVAC etc.)	<div></div>	<div></div>
Security Systems Functional	<div></div>	<div></div>
Spare Parts & Tools Handover	<div></div>	<div></div>

Final Snag List Cleared		
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Notes/Comments

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Signatures

Name & Designation	Organization	Signature	Date