

PROJECT HANDOVER AND CLOSE-OUT

21 checks in plain English, each with the regulation behind it or the good practice it rests on. The building leaves; the file outlives it.

unibuild.co.uk/checklists/project-handover/ · Published 29 August 2026 · Last reviewed 29 August 2026

PROJECT / SITE

PREPARED BY

DATE

Tick only what you can evidence today. Where you cannot, put the owner and the date on the note line and it becomes an action rather than a gap.

Reg

statutory duty, regulation named on the row

Good practice

asked for, but not statute

SECTION 1 OF 3

The health and safety file

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The document that outlives the project

01 ☐ File compiled and proportionate

Reg 12(5)

Prepared for the structure, containing what somebody needs to work on it safely, rather than every document generated on the job.

Evidence, owner, date

02 ☐ Residual hazards recorded

Reg 12(5)

Anything that remains and could hurt somebody later: fragile surfaces, confined spaces, restricted access, live retained services.

Evidence, owner, date

03 ☐ Hazardous materials left in place

CAR 2012 Reg 4

Asbestos remaining, lead, contaminated ground, and where exactly it is, with the survey and any removal records attached.

Evidence, owner, date

04 ☐ Key structural principles

Reg 12(5)

Loadbearing elements, temporary works assumptions, pre-stressed or post-tensioned members, and anything that must not be cut.

Evidence, owner, date

05 ☐ Services and isolation points

Reg 12(5)

How to isolate each service, where the valves and boards are, and what is buried or concealed, with as-built routes.

Evidence, owner, date

06 ☐ Cleaning and maintenance access

Reg 12(5)

How the façade, roof, plant and glazing are reached and worked on safely, including anchor points and their certification.

Evidence, owner, date

- | | | | |
|--|--------------------------|--|------------------|
| 07 | ☐ | Handed to the client and acknowledged | Reg 12(8) |
| <p>Passed to the client with a dated receipt, in a format they can actually keep and reissue, and the duty to retain it explained.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SECTION 2 OF 3

Technical and commercial

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What the building needs to be operated

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|---|--------------------------|---|------------------------|
| 08 | ☐ | O&M manuals complete | Good practice |
| <p>Operating and maintenance information for every system, indexed and complete rather than a box of supplier PDFs.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 09 | ☐ | As-built drawings issued | Good practice |
| <p>Drawings reflecting what was built, not what was designed, including all variations and buried services.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 10 | ☐ | Statutory certificates handed over | Good practice |
| <p>Electrical installation certificates, gas safety, fire alarm and emergency lighting commissioning, lift and pressure system reports.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 11 | ☐ | Commissioning records complete | Good practice |
| <p>Systems commissioned, witnessed and recorded, with performance against the design intent rather than a tick in a box.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 12 | ☐ | Building Regulations sign-off | Good practice |
| <p>Completion certificate or final certificate from building control, and any conditions discharged.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 13 | ☐ | Fire safety information provided | RRO 2005 art.38 |
| <p>Information for the responsible person under the Fire Safety Order, including compartmentation, alarm zoning and the fire strategy.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 14 | ☐ | Warranties and guarantees assigned | Good practice |
| <p>Product and workmanship warranties collected, in the client's name where required, with the start dates recorded.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 15 | ☐ | Final account and retention agreed | HGCRA 1996 |
| <p>Final account settled or its path agreed, retention release dates diarised, and payment notices issued to the contract.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SECTION 3 OF 3

Closing the job

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What stops a finished job generating work for years

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|--|--------------------------|--|---------------|
| 16 | ☐ | Defects list agreed and dated | Good practice |
| <p>Snags recorded, agreed with the client, owners assigned and a realistic completion date for each rather than a single deadline.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 17 | ☐ | Defects liability period understood | Good practice |
| <p>Start and end dates recorded, the process for reporting agreed, and somebody named who still answers the phone in eighteen months.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 18 | ☐ | Training given to the client's team | Good practice |
| <p>The people who will operate the building shown how, in person, with the session recorded and the attendees listed.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 19 | ☐ | Site demobilised safely | Reg 19 |
| <p>Plant removed, temporary works dismantled in the designed sequence, ground reinstated, welfare and hoarding removed, boundary restored.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 20 | ☐ | Waste documentation complete | EPA 1990 s.34 |
| <p>Duty of care transfer notes and hazardous waste consignment notes filed for the whole project, retained for the statutory period.</p> | | | |
| <p>Evidence, owner, date</p> | | | |
| 21 | ☐ | Project records retained | Good practice |
| <p>Inductions, RAMS, inspections, permits and accident records archived and retrievable per the retention policy, not left on a site laptop.</p> | | | |
| <p>Evidence, owner, date</p> | | | |

SIGN-OFF

CHECKED BY	SIGNATURE	DATE

NOTES AND ACTIONS

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