

Project Handover Documentation Sample

Indicative close-out pack structure - client-specific records are private

Handover pack contents

Project summary, site contacts, installed system, material register, as-built notes, care guide, maintenance schedule, warranty records and sign-off checklist.

Evidence records

Milestone photos, base and sub-base notes, drainage observations, surface installation details, line marking records and defect close-out notes where applicable.

Asset management

Recommended inspection frequency, cleaning requirements, infill monitoring, repair escalation pathway and annual condition-report guidance.

Sign-off

Final walkthrough, client acceptance notes, open items register if required and confirmation of warranty and maintenance obligations.