Community Ownership Support Service
Development Trusts Association Scotland

Building Handover Checklist

There are a lot of things to think about when eventually your building is handed over and it can be both an exciting and stressful time. This list will hopefully help you think about the things you need to know and need to ask at handover.

*This checklist is provided in summary form and is made available for general information purposes only. It has not been prepared with your specific needs in mind and is not intended to be comprehensive.

		Status / Comment
How does this building operate?	Is there a comprehensive building manual?	
	A walk around the building at handover with people who previously were responsible for maintaining and or operating the building is helpful. If new build or renovation this should form part of the contractor responsibility.	
Health and Safety	Is there a current health and safety management file? Sometimes a useful starting point for your own.	
	Have you been given a copy of the asbestos register?	
When were the last statutory checks carried out?	Is there is a record of the statutory check schedule? Things that should be included; firefighting equipment; legionella; emergency lighting; fire alarm; current electrical certificate; lift.	
When were the last services carried out?	Is there a service record for items like the boiler, lift?	
	Ask for any certificates for recent checks and or any remaining guarantees/warranties for pieces of kit.	
	If there are warranties in place (maybe flat roof?) are there any conditions to ensure they remain valid?	
Keys and any gadget needed to operate any piece of kit	Make sure all keys are handed over and clearly explained what they open etc. Are there any restrictions on getting more keys cut? Do the windows have operating keys?	

Utilities	Make sure you take a reading when you take responsibility for the building	
	Do you have the account details for the utilities? Are you locked in to any fixed term arrangements?	
	Do you know where the meters are? Do you know how to switch off water supply? Fusebox and gas supply.	
	Are the meters the right size for your needs? Are they too big (this may affect standing charge)?	
Software	Is anything operated via software. Do you need any passwords etc	
Insurance	Have you got the necessary buildings and contents insurance in place from day one?	
Security	Is there an existing security alarm? Is it just an audible one or is it connected to a control centre?	
	What are the alarm codes and how does it operate?	
	Are there any key pad doors? What are their codes and how can they be reset?	
	Are there any security shutters, how are they operated? Do they have keys, when were they last serviced?	
Roofs	If there is any part of the building that has a flat roof. When does the guarantee run out? Are there any conditions to ensure continuity of the warranty?	
	Do you know how to get into your roof space?	
Inventory	Itemise all of the equipment/furniture that has been left in the building and confirm that these are part of the legal arrangement.	
	Agree with the owner/leaseholder what equipment/furniture you want left. If there is a lot of stuff you don't want left ask the owner to remove or to pay for it to be removed.	