

Office handover checklist — 14 items

Walk through this list before signing the final acceptance act.

Better to spot a defect now than after move-in. If something's missed, record it in writing as 'handover remarks'.

- 01 Walls: paint without runs, even surface — check in daylight at a 30° angle.
- 02 Ceiling: seams, joints, no sagging or stains.
- 03 Floors: flat plane, laminate without gaps, skirting flush to the wall.
- 04 Doors: open without squeak, don't catch the floor or jamb, locks work.
- 05 Windows and sills: clean, no chips, hardware functional.
- 06 Sockets and switches: test each one — live indicator, continuity check.
- 07 Lighting: all fixtures switch on, dimmers work, no flicker.
- 08 Plumbing: taps drip-free, fast drainage, toilet seated without play.
- 09 AC / ventilation: all modes, quiet, no odour.
- 10 Network sockets and fibre: tested with a link tester.
- 11 Low-current systems: intercom, alarm, CCTV — check end-to-end, sensor to screen.
- 12 Partitions: stable, no wobble, acoustics as specified.
- 13 Cleaning: construction debris removed, windows washed, laminate dry.
- 14 Documents: completion act, equipment warranty cards, concealed-wiring diagrams.

It's hard to focus on site — bring this list with you and tick each box.