

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'.

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| 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.