



Building handover checklist

Collect records and confirm arrangements. A completed checklist does not confirm safety or compliance. Keep a copy with your building records.

Building / lift reference

01 / Lift reference and location

Match each document to the correct lift.

Collected? Yes / No

Notes / next action

02 / Basic asset details

Collect type, capacity, floors served and available installation records.

Collected? Yes / No

Notes / next action

03 / Latest thorough examination report

Record the next examination date and any defect deadlines.

Collected? Yes / No

Notes / next action

04 / Examination arrangements

Collect any examination scheme, booking details and provider contact.

Collected? Yes / No

Notes / next action

05 / Recent service history

Collect visit records and the agreed maintenance programme.

Collected? Yes / No

Notes / next action

06 / Current maintenance agreement

Include the term, renewal date, notice period and exclusions.

Collected? Yes / No

Notes / next action



Handover checklist — continued

07 / Outstanding defects and repair orders

Record action owners, deadlines and completion evidence.

Collected? Yes / No

Notes / next action

08 / Operating instructions and alteration history

Collect the available manuals, technical records and upgrade information.

Collected? Yes / No

Notes / next action

09 / Routine and emergency contacts

Include the response provider, examination provider and access contact.

Collected? Yes / No

Notes / next action

10 / Alarm communication arrangements

Confirm who manages the connection, monitoring, testing and charges.

Collected? Yes / No

Notes / next action

11 / Rescue and outage arrangements

Obtain the building's agreed response process; do not improvise a rescue.

Collected? Yes / No

Notes / next action

12 / Approval and access responsibilities

Confirm who can authorise work, arrange access and update occupants.

Collected? Yes / No

Notes / next action