

# TENANT HANDOVER CHECKLIST

## Construction Information

<b>Project Name:</b>	
<b>Project/Room Location:</b>	
<b>NTP/Permit Number:</b>	
<b>Review Date:</b>	
<b>Construction Start Date:</b>	
<b>Type of Project (F&amp;B, Retail, etc.):</b>	

**Brief Project Description:**

---



---

Item Reviewed	Yes	No	Comments
Space completed and approved per AHJ's prior to tenant handover			
Any outstanding/remaining punch-list items or deficiencies completed			
Overall dimensions of the space confirmed; built to approved lease outline drawings			
Life safety items required installed – fire protection, lighting, etc.			
Temporary services and locations confirmed			
Floor reviewed for FF and FL per contract documents			
Base building finishes terminated correctly or held back as required to meet intent of design			

Item Reviewed	Yes	No	Comments
Any exterior/base building deficiencies or incomplete works communicated to tenant			
Location of electrical panel per design			
Service Tie-in locations reviewed			
Other:			
Other:			

**Deficiencies/Notes:**

---



---

**Changes Requested:**

---



---

**Approvals:**

JV Project Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JV Superintendent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADC Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Project Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_