

Client : Asha NGO
 Project : Office Facilities(Office Building, Cafeteria Building & External works)
 Location : Tathali, Bhaktapur
 Contractor : Ram Janaki Nirman Sewa (P) Ltd
 Consultant : YA Engineering Consultancy

Building Handover Checklist

Handover date: 05-04-2025

S.No	Work Description	Yes	No	Remarks
1	Entrance	Yes		
a	Granite work	Yes		
	Granite finishing work			
b	Tile work	Yes		
	Tile grouting and finishing			
c	Lights, switches and power sockets	Yes		
d	Wooden work(main door)			
	Door locks, handles and tower bolts			
2	Ground floor	Yes		
A	Account Section	Yes		
	Interior painting work			
	Electrical works			
	Ceiling fans			
	Surface panel lights			
	Switches and power sockets			
	Aluminium windows	Yes		
	Windows frame			
	Windows shutter with glass			
	Windows net, brush and locks			
	Silicon finishing			
	Iron grill at windows			
	Aluminium doors	Yes		
	Door frame			
	Door shutter with glass and laminated board			
	Door locks			
	Silicon finishing			
B	Admin Section	Yes		
	Interior painting work	Yes		
	Electrical works	Yes		
	Ceiling fans			
	Surface panel lights			
	Switches and power sockets			
	Aluminium windows	Yes		

Prepared By:
 Ram Janaki Nirman Sewa P Ltd

Checked By:
 YA Engineering Consultancy

Approved By: _____
 Asha NGO (Hope), Kathmandu