Building Project Handover Document

Final Operational Deliverables for Client Acceptance

1 Compliance Certificates and Attestations ︿

Document	Description	Quantity
Certificate of Conformity	Issued by the local authority confirming compliance with urban planning rules, building codes, safety, and environmental standards. Required for occupancy permits.	1 original + 2 copies
BET TCE Project Completion Attestation	Signed by the Technical Design Office (BET) confirming adherence to approved technical specifications.	1 original + 2 copies

2 Construction Reports ︿

Document	Description	Format
Meeting Minutes (PV de réunion)	Detailed records of all project meetings, including decisions, action items, and stakeholder approvals.	Signed PDF + Paper
BET/BCT Inspection Reports (PV de contrôle)	Reports from BET and BCT validating quality and compliance.	Signed PDF + Paper
Laboratory Test Reports (PV essai de labo)	Certifications for material tests (concrete, soil, electrical systems).	Signed PDF + Paper

3 Equipment Warranty Files   ⌃

For critical systems (Transformer   Signage   Emergency Lighting   CCTV):

- **Test Reports:** Performance validation (e.g., transformer load tests, CCTV functionality).
- **As-Built Drawings:** Final installation schematics reflecting on-site changes.
- **Measurement Certificates:** Calibration records (electrical load, pressure tests).
- **User Manuals & Maintenance Guides:** Manufacturer instructions for operation and servicing.
- **Warranty Documents:** Duration, coverage, and supplier contacts.

4 Technical Calculations   ⌃

Document	Scope	Example
Acoustic Calculations	Noise reduction assessments for rooms/equipment.	Sound insulation reports
Electrical Calculations	Load distribution, circuit diagrams.	Voltage drop analysis
Fluid Calculations	Pressure loss, HVAC flow rates.	Pump sizing reports
Structural Calculations	Load-bearing analysis, material specifications.	Beam/column stress tests

5 Contractor Self-Inspection Checklists   ⌃

Checklist Item	Verification Criteria
Earthworks (Remblai et évacuation)	Compaction tests, excavation depth compliance.
Concrete (Béton)	Slump tests, curing reports, mix design compliance.
Electrical (Lot électrique)	Grounding resistance, circuit continuity.
Masonry (Maçonnerie)	Mortar quality, alignment checks.
Waterproofing (Étanchéité)	Leak test results, membrane integrity.

6 Project Drawings ︿

Document	Purpose	Milestone
Site Installation Plan	Layout of temporary facilities (offices, storage).	Construction Start
As-Built Drawings (Plan de recollement)	Finalized drawings reflecting all on-site changes.	Final Completion
Execution Plans (Plan d'exécution)	Approved construction methodologies (e.g., formwork, reinforcement).	Pre-Construction
Design Tender Drawings (DCE – Design Phase)	Original tender drawings and specifications.	Design Phase (added post-review)

7 Final Project Reports ︿

Document	Description
BET Completion Report	Summary of design changes, deviations, and approvals.
BCT Final Report	Third-party validation of construction quality and compliance.
Technical Data Sheets (Fiches techniques)	Product specifications, MSDS.
Material/Equipment List	Quantities, models, serial numbers, and supplier contacts.

8 Punch List

Item	Responsibility	Resolution Date	Status
Door threshold alignment	Contractor	20/04/2025	
Window seal inspection	Supplier	22/04/2025	
HVAC balancing	Specialized Contractor	25/04/2025	

9 Quality Control

1. As-Built Audits:

- Consolidate all redline mark-ups into a single version per drawing.
- Use an "**AS BUILT**" stamp with system name, date, and signatures (Contractor + Field Engineer).

2. Defect Threshold:

- Reject documents with **more than 3 errors**; require re-submission.

10 Handover Milestones

Milestone	Documents Required	Format
Construction Completion	As-Built drawings, self-inspection checklists, compliance certificates.	2 paper copies
Mechanical Completion	Warranty files, lab test reports, punch list closure.	2 paper + PDF
Final Completion	All finalized documents, DCE tender drawings, supplier lists.	PDF + 2 paper

11 Appendices ⌃

1. Sample Compliance Certificate Template
2. Version Control Log:

Document	Version	Date	Changes	Approved By
As-Built Drawings	v1.2	15/04/2025	Added electrical revisions	John Doe
Compliance Certificate	v2.0	18/04/2025	Updated with final authority signatures	Jane Smith

Glossary:

BET: Bureau d'Études Techniques (Technical Design Office)

BCT: Bureau de Contrôle Technique (Technical Control Bureau)

DCE: Dossier de Consultation des Entreprises (Design Tender Documents)

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