



CHK-CON-154

Checklist for Hypermarket Building Handover to Owner





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1. Documentation and Legal Compliance

- Building Completion Certificate:** Issued by Dubai Municipality to confirm the building meets all codes and regulations.
- No Objection Certificates (NOCs):** From utilities (DEWA for electricity and water, Etisalat/Du for telecommunications) and other relevant authorities.
- As-built Documentation:** Including drawings, schematics, and designs reflecting the completed structure.
- Warranty Documents:** For building components, materials, and workmanship.
- Operation Manuals:** For equipment and systems installed in the building.
- Health and Safety Files:** Documenting the adherence to health and safety regulations during construction.
- Fire Safety Certificate:** Issued by Dubai Civil Defence, confirming compliance with fire safety standards.
- Lease Agreements and Titles:** If applicable, ensuring all are in order and handed over.



2. Physical Structure and Aesthetic Checks

- Structural Integrity:** Confirmation of the structural soundness of the building.
- Finishing Quality:** Inspection of walls, floors, ceilings, and external finishes for defects or incomplete work.
- Signage:** Verification that all necessary signage is in place and accurate.
- Accessibility:** Ensure compliance with local accessibility standards for people with disabilities.

3. Systems Functionality

- Electrical Systems:** Check for proper installation and functioning of all electrical systems, including lighting, outlets, and emergency lighting.
- Plumbing and Water Systems:** Verification of no leaks and proper functioning of all fixtures.
- HVAC Systems:** Ensure heating, ventilation, and air conditioning systems are operational and meet specified requirements.
- Fire Detection and Suppression Systems:** Test to confirm they are fully operational.
- Security Systems:** Inspection of alarms, CCTV, access control systems for proper installation and function.
- Elevators and Escalators:** Certification of safety and operational readiness.



4. Safety and Environmental Compliance

- Emergency Exits and Routes:** Ensure all are clearly marked and unobstructed.
- Fire Extinguishers and Equipment:** Check for correct placement and servicing.
- Waste Management Facilities:** Inspection of waste storage and disposal systems.
- Environmental Compliance:** Verification of adherence to local environmental protection regulations.

5. Operational Readiness

- Cleaning:** Ensure the building and surrounding area are clean and ready for occupancy.
- Parking and External Areas:** Inspection for readiness and safety compliance.
- Final Walkthrough:** Conduct a final walkthrough with the owner to confirm all aspects of the building are completed to satisfaction.

6. Handover Formalities

- Handover Meeting:** Arrange a formal meeting with the owner to hand over all documents and keys.
- Defects Liability Period Agreement:** Agree on a period during which the contractor is responsible for rectifying any defects that arise.
