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Review façade handover deliverables, warranties, and O&M;

Review façade handover deliverables, warranties, and O&M; requirements in design with an interactive checklist that's commentable and can export as PDF/Excel for verified sign-off.

Project:
Date:
Filled by:

Handover Deliverables Scope and Format

1	Compile a façade deliverables register covering as-builts, test certificates, warranties, O&M;, and training materials; method: compare against BEP and specifications; acceptance: no gaps; evidence: signed register and gap log upload.
2	Confirm file formats: native CAD/BIM, IFC, PDF/A, and editable schedules; method: open sample files on owner software; acceptance: readable, not password-locked; evidence: screenshots and compatibility note.
3	Verify drawing list includes elevations, sections, details, fixings, and schedules; method: cross-check index vs. scope; acceptance: status marked "Issued for Handover"; evidence: approved drawing index.
4	Define file naming and container structure; method: apply BEP conventions; acceptance: sample package passes folder and naming audit; evidence: audit report and sample zip.
5	Set as-built model accuracy for façade datums; method: point-cloud overlay; acceptance: deviation $\leq \pm 10$ mm on key lines; evidence: comparison report and annotated views.

Warranties and Guarantees

6	Develop a warranty matrix by component (frames, glass, coatings, sealants, fixings); method: structured spreadsheet; acceptance: durations and scope meet specifications; evidence: manufacturer letters uploaded.
7	State weatherproofing warranty terms and responsibilities (installer/manufacturer); method: consolidate T&Cs; acceptance: coverage matches specifications; evidence: signed warranty certificates with lot numbers.
8	Confirm glazing warranties include seal failure, thermal stress, and coating performance; method: review policy; acceptance: exclusions acceptable; evidence: policy PDF with marked approvals.
9	Define start dates and triggers (PC, sectional completion) per contract; method: map to program milestones; acceptance: dates traceable; evidence: approved start-date schedule.
10	Document owner maintenance obligations that preserve warranties; method: extract from manuals; acceptance: clear cleaning agents, inspection intervals; evidence: maintenance conditions summary.

O&M; Manuals and Maintenance Data	
11	Specify O&M; manual contents: cleaning, inspection, troubleshooting, replacement, and disposal; method: template checklist; acceptance: all sections populated; evidence: completed contents matrix.
12	Define approved cleaning materials and water quality per manufacturers; method: compile product datasheets; acceptance: no conflicting agents; evidence: datasheet bundle with highlighted sections.
13	List critical spares and attic stock for façade systems; method: reconcile with specifications; acceptance: quantities and storage conditions stated; evidence: signed spare parts schedule.
14	Include access and maintenance strategy drawings (BMU, anchors, loads); method: engineer sign-off; acceptance: loads, fixing details, and reach verified; evidence: stamped drawings and calcs.
15	Provide maintenance schedules with intervals and task durations; method: Gantt or tabular plan; acceptance: frequency aligns with warranties; evidence: exported schedule file.

Asset Information and Data Handover	
16	Define asset tagging scheme for panels, hardware, and anchors; method: unique IDs; acceptance: tags map to drawings; evidence: ID map and asset register.
17	Populate asset data (Type, Serial, WarrantyStart, MaintenancePlan); method: COBie or agreed schema; acceptance: no mandatory fields blank; evidence: checker pass report.
18	Capture installation photos per elevation bay; method: dated, geolocated images; acceptance: minimum three angles, clear sealant details; evidence: photo log.
19	Provide training videos for routine maintenance and emergency make-safe; method: MP4 with captions; acceptance: plays on owner devices; evidence: links and test log.

Approvals, Training, and Handover Readiness	
20	Consolidate authority approvals and special inspection closeout letters; method: collect official PDFs; acceptance: signed, dated, reference numbers; evidence: approvals index.
21	Compile façade test results (water/air, structural, firestopping interfaces); method: accredited labs; acceptance: pass per approved specifications; evidence: reports and calibration certificates.
22	Schedule end-user training; method: agenda covering access, cleaning, warranty care; acceptance: roles attend; evidence: signed attendance sheets and slides.
23	Define defect liability response workflow; method: RACI and ticket SLAs; acceptance: parties agree; evidence: approved workflow and contact list.
24	Execute final deliverables sign-off; method: checklist review meeting; acceptance: all actions closed; evidence: digital signatures and QR-coded export.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Review façade handover deliverables, warranties, and O&M; requirements in design establishes exactly what the contractor and suppliers must submit for a clean, timely closeout. By defining façade handover documentation, warranty matrix expectations, and operations and maintenance (O&M;) manual content during design development, you prevent scope gaps, data loss, and late-stage disputes. This design-stage checklist focuses on façade packages only—curtain wall, cladding, glazing, sealants, and interfaces—detailing deliverable registers, warranty terms and triggers, maintenance access strategy, and asset information requirements. It helps align the BIM execution plan, drawing standards, and approved project specifications and authority requirements so that final dossiers are complete, searchable, and owner-ready. Risks avoided include invalidated warranties due to incompatible cleaning agents, missing test certificates, and unusable file formats; outcomes delivered include traceable asset data, clear maintenance instructions, and unambiguous sign-off pathways. Use this interactive checklist to tick items, add comments, upload evidence, and export as PDF/Excel with a QR-secured record.</p>	<p>1. Preparation: Gather the BEP, approved project specifications, authority requirements, sample façade files, asset data schema, and program milestones. Confirm owner software for CAD/BIM, PDF, and spreadsheets. Assign roles for design lead, façade consultant, operations representative, and document controller. Prepare a folder for evidence uploads and a naming convention for audits. 2. Using the Interactive Checklist: Start interactive mode, filter by group (Deliverables, Warranties, O&M;, Asset Data, Approvals), and work item-by-item. Tick completed steps, attach files, add comments with @mentions for clarifications, and record acceptance evidence. Use built-in audits to verify mandatory fields and generate issue logs. 3. Evidence Management: Upload sample packages, signed letters, calibration certificates, photos, and data exports. Link evidence to items and record dates, responsibilities, and references. Capture meeting notes directly in comments to maintain a single source of truth. 4. Sign-Off: When all items show accepted evidence, request digital signatures from the design lead, façade consultant, and owner representative. Export the record as PDF/Excel with embedded links. Archive the QR-authenticated export in the common data environment.</p>