

Office Handover Checklist

To ensure a thorough and organized office handover, use the following checklist with checkboxes for each item:

General Information

- Handover Date: [Insert Date]
- Outgoing Party: [Insert Name/Company]
- Incoming Party: [Insert Name/Company]
- Location: [Insert Office Address]

Key Documents

- Lease Agreement
- Recent Utility Bills
- Property Insurance Documents
- Maintenance Records

Keys and Access

- Front Door Keys
- Office Keys
- Access Cards
- Security Alarm Codes

Office Equipment and Furniture

- Desks and Chairs
- Computers and Monitors
- Printers and Scanners
- Telephones and Fax Machines

IT and Communication

- Network Devices (Routers, Switches)
- Wi-Fi Access Credentials
- Email Account Details
- Server Access Information

Utilities

- Electricity Meter Reading
- Water Meter Reading
- HVAC System Status
- Lighting Fixtures

Maintenance and Services

- Cleaning Service Contracts
- Equipment Service Agreements
- Emergency Contact List

Financials

- Outstanding Invoices
- Deposit Information
- Final Billing Statements

Condition of Premises

- Inventory List
- Damage Report
- Cleaning Status

Sign-off

- Outgoing Party Signature
- Incoming Party Signature
- Witness Signature (if applicable)