

CONSTRUCTION RISK CHECKLIST > Post-construction > Warranties, Maintenance Schedules, ROW and Other Documents Provided

The Job Isn't Finished Until the Paperwork Is Handed Over

Many builders focus on completing the physical work but overlook one of the most important parts of project handover: providing the owner with the documents they need to operate, maintain and protect their investment.

Warranties, maintenance schedules, producer statements, records of work (ROW), operating manuals and other handover documents can be critical if a product fails, a warranty claim arises or the property is sold in the future. In some cases, failing to provide these documents may even affect warranty rights or create compliance issues. It is also a legal requirement to provide warranties and maintenance information.

The best way to ensure nothing is missed is to make document handover part of the practical completion process.

Handover Documentation Checklist

- 1. Records of Work (ROWs).**
- 2. Product warranties and guarantees.**
- 3. Maintenance schedules and care instructions.**
- 4. Producer Statements and certifications.**
- 5. Appliance and equipment manuals.**
- 6. Electrical and plumbing certificates.**
- 7. As-built drawings (if applicable).**
- 8. Keys, remotes and access codes.**
- 9. Practical Completion Certificate.**
- 10. Defects list (if applicable).**

Ideally, these documents should be compiled progressively throughout the project rather than being chased at the end. A simple digital handover folder can make this process much easier. Or using a tool like gteco.com, which is a digital tool that

automatically collects & collates all the warranty and maintenance info for the products used in your build.

Builders should also obtain written acknowledgement from the owner confirming receipt of the documents.

A well-organised handover package demonstrates professionalism, reduces future misunderstandings and helps protect both the builder and homeowner long after construction has finished.