

Project sign off form template

A customer sign-off form records that the client accepts your finished work: which part, with which snags still open, and who had authority to sign. Fill it in before leaving site.

Project	Site	Completed by	Date
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1. Project details

1.1 Customer Required

TEXT

1.2 Site address Required

TEXT

1.3 Project name Required

TEXT

1.4 Order or contract reference

The purchase order or subcontract the work was done under.

TEXT

1.5 Date of final inspection Required

DATE

1.6 Attended by

Names and companies of everyone on the walk-round.

NOTES

2. What is being accepted

Be specific. A signature on a vague scope settles nothing.

2.1 Type of acceptance Required

☐ Final: the whole job

☐ Partial: named areas or systems only

CHOOSE ONE

2.2 Areas or systems covered Required

e.g. roof arrays A and B; car park chargers 1–12 only. Everything else is excluded.

↳ Shown when Type of acceptance is Partial

NOTES

2.3 Systems in scope

CHOOSE ANY

☐ Solar PV

☐ Battery storage

☐ EV charging

☐ Electrical

☐ BMS and controls

☐ Fire and security

☐ IoT and sensors

☐ Data and networks

☐ Other

2.4 Variations completed

Any changes to the original order that are part of this sign-off.

NOTES

3. Handover given

3.1 Handed over to the customer

CHECKLIST GRID

Check	Given	To follow	N/A
System demonstration	☐	☐	☐
User training	☐	☐	☐
O&M manuals and warranties	☐	☐	☐
Test and commissioning results	☐	☐	☐
As-built drawings	☐	☐	☐
Keys, isolator keys and access fobs	☐	☐	☐
Monitoring portal and admin access	☐	☐	☐
Licences and subscriptions	☐	☐	☐

3.2 Items to follow, and by when

↳ Shown when any row is To follow

NOTES

4. Outstanding items

Record what's still open rather than leaving it to a verbal promise.

4.1 Are any snags still open? Required

YES / NO

☐ Yes ☐ No

4.2 Open snags

One line each: snag reference, location, owner, target date.

↳ Shown when "Are any snags still open?" is Yes

NOTES

4.3 Photos of open snags

↳ Shown when "Are any snags still open?" is Yes

PHOTO

4.4 Customer agrees the open snags are minor and do not stop use

↳ Shown when "Are any snags still open?" is Yes

☐ Yes ☐ No

YES / NO

4.5 Items the customer does not accept, and why

Written in the customer's words. Leave blank if none.

NOTES

5. Customer feedback

5.1 How would you rate the job overall?

RATING

5.2 Comments

NOTES

6. Signatures

6.1 Customer name **Required**

TEXT

6.2 Customer role **Required**

e.g. facilities manager, client project manager.

TEXT

6.3 I am authorised to accept this work on the customer's behalf **Required**

☐ Yes ☐ No

YES / NO

6.4 Customer signature **Required**

SIGNATURE

6.5 Date signed **Required**

DATE

6.6 Engineer or project manager **Required**

TEXT

6.7 Engineer signature **Required**

SIGNATURE

6.8 Further approval needed from

Send the form to them by link if they weren't on site.

CHOOSE ANY

☐ None

☐ Main contractor

☐ Consultant

☐ End client

☐ Inspector