

Building Measurement Handoff Checklist

For acquisition, development, asset management and property teams.

Property / portfolio: _____

Prepared by: _____ Date: _____

01 SOURCE & SCOPE

- ☐ Identify the source, date and revision of the area figures and plans.
- ☐ Record the measurement methodology, edition, scope and any limits on verification.

02 DOCUMENT RECONCILIATION

- ☐ Compare the report, plans, rent roll, marketing materials and lease exhibits.
- ☐ Explain differences or assign unresolved questions to a named reviewer.

03 CURRENT BUILDING INFORMATION

- ☐ Identify relevant renovations, additions and tenant reconfigurations.
- ☐ Record changes not yet reflected in the reference documents.

04 RECORD OWNERSHIP

- ☐ Store the current report and supporting documents in one accessible location.
- ☐ Assign a person or function to maintain versions and coordinate updates.

05 HANDOFF & FOLLOW-UP

- ☐ Confirm that the receiving teams can find and understand the reference package.
- ☐ Assign open items, review dates and events that trigger another review.

Open item / owner / review date: _____

General working checklist. Use alongside the applicable measurement methodology, project scope and agreements. A measurement result does not itself change existing lease terms.