Garden sauna handover checklist

Mark each line complete, open or not applicable. For open items, record who will finish the work, when it’s due and any restriction on using the sauna.

Designer

Name, contact and accepted specification or drawing revision.

Installer and connections

Who completed each contract, what did they do and on what date?

Inspection and test evidence

Applicable electrical certification, date, file and issuer.

Building-regulations evidence

Applicable compliance record, date, file and issuer.

Controls and shutdown

Who showed you how to use the controller, run the sauna and shut it down?

Model and serial record

Heater or cabin, controls, sensors and upgrades. Record manual references.

Defects and restrictions

What remains open, who resolves it, due date and limits on use.

Warranty and future care

Contact for faults, warranty documents and servicing or recurring checks.

Final handover

Customer and installer, date, file location and unresolved items attached.