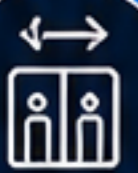




LIFTCOM
SERVICES

BUILDING TURNOVER COMMUNICATIONS CHECKLIST

Use this checklist whenever a property changes ownership, transitions to a new management company, or undergoes a communications review. These items help verify that critical life-safety and building communication systems remain operational, compliant, and properly documented.



ELEVATOR EMERGENCY COMMUNICATIONS

- Test every elevator emergency phone.
- Verify calls reach the correct monitoring center.
- Confirm current emergency contact information is programmed.
- Document service provider and account information.
- Review inspection and testing records.
- Identify aging copper phone lines scheduled for retirement.



GATE & INTERCOM SYSTEMS

- Verify all resident and visitor call functions operate correctly.
- Confirm service provider contact information.
- Test remote access functionality (if applicable).
- Review user access permissions and codes.
- Ensure system firmware is up to date.
- Document any known issues or past service history.