

Cancellation site condition and handover report

General information to help you organise your paperwork. Not legal advice.

Record the site at cancellation

Use a joint inspection where feasible. Record observations and disagreements separately. This report documents condition and custody; it does not automatically accept workmanship, transfer title or release either party.

Site project and contract: _____

Inspection date time weather and attendees: _____

Cancellation instruction and affected areas: _____

Outgoing and receiving representatives: _____

Access authority and safety plan: _____

Area / work item	Completed and unfinished condition	Photo ID	Restriction

Immediate protective work and owner: _____

Disputed observations and evidence: _____

Account for property and continuing duties

Item / serial	Owner and evidence	Location / condition	Custodian

Continuing task	Responsible person	Frequency / trigger	Contact

Keys and controlled access record: _____

Utilities alarms and emergency arrangements: _____

Materials returned or retained and authority: _____

Permits inspections and notifications: _____

Next inspection date and owner: _____

Store access codes separately in a secure attachment. Record hired equipment distinctly from owned equipment. Removal or transfer needs proper authority; a signature acknowledging this report is not a blanket release.

Confirm the scope of acknowledgement

Outgoing name role signature and date: _____

Receiving name role signature and date: _____

Acknowledged facts and express reservations: _____

Missing records or disputed inventory: _____

Photo index and attachments: _____

Copies delivered to and method: _____

- ☐ Every identified hazard has a responsible person.
- ☐ Unfinished work and weather protection are recorded.
- ☐ Ownership and custody are not conflated.
- ☐ The record is linked to the final account without duplicate charges.
- ☐ Any release or transfer wording has separate authorized review.

Fictional example: unused cabinets remain in a locked room while their return is discussed. Record quantity, ownership evidence, condition and custodian. Do not infer that possession decides who pays or who owns the cabinets.

Jurisdiction-specific legal and site-safety verification required. This report supplies no engineering shutdown procedure.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.