

Site condition and handover record

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

Record what is being handed over

Complete this record at the actual transition time. It documents condition, custody and agreed responsibilities; it does not transfer ownership or release claims automatically. Keep access codes and sensitive security details in a controlled attachment.

Project site and contract: _____

Date time weather and attendees: _____

Reason and scope of interruption: _____

Outgoing and receiving representatives: _____

Legal authorization and safety plan references: _____

Zone / work item	Condition and unfinished work	Photo / record ID	Restriction

Known hazards and temporary protection: _____

Essential services remaining active: _____

Unresolved condition or access limitation: _____

Inventory and continuing responsibilities

Asset or material	Owner / identifier	Condition and location	Custodian

Continuing task	Responsible person	Frequency / trigger	Contact / evidence

Access control and secure attachment reference: _____

Emergency response and incident reporting: _____

Permits insurance or monitoring notifications: _____

Removed items and separate authorization: _____

Record disagreements alongside the facts. A receiving signature should state whether it acknowledges receipt of this record, custody of identified items, or a specifically agreed responsibility; do not assume a broader release.

Sign record and plan reinspection

Outgoing representative name role signature and date: _____

Receiving representative name role signature and date: _____

Scope of acknowledgement and reservations: _____

Attachments photo index and document version: _____

Next inspection time and owner: _____

Restart inspection and authorization required: _____

- ☐ Each photo is linked to a location and capture time.
- ☐ Ownership is distinguished from custody.
- ☐ Outstanding hazards and protective tasks have named owners.
- ☐ Emergency contacts and access instructions are available to authorized people.
- ☐ Copies and delivery evidence are retained.

Fictional example: a hired generator remains on site with the contractor as hirer and the site custodian monitoring condition. Record both roles; handover alone does not change the hire contract or authorize use.

Jurisdiction-specific legal and site-safety verification required. Do not treat this record as a release, transfer of title or blanket acceptance of site condition.

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.