Handover Note (Leave-Behind)

Book 3 · Chapter 5.8 · write it before you leave; send it the same day

Client

Site

Date

Job ref

Quote / order ref

Operator

THE WORK

Completed (elevations / assets)

Deferred or refused, and why

Stack surprises found (change order ref if any)

RECOMMISSIONING AND HAZARDS

Consumables events that affect recommissioning (e.g. extraction filter loaded)

Remaining hazards (loose debris; anything not yet collapsed)

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Closing the zone, waste, photos and acceptance

BEFORE YOU LEAVE

- [ ] LCA collapsed: key off, barriers down, signage down
- [ ] Completed work photographed from the arrival angles
- [ ] Photo set named YYYY-MM-DD_site_stage_desc and filed
- [ ] Cleared floor photographed
- [ ] Waste staged where agreed, owner named below
- [ ] Client contact told the zone is closed

Waste owner and where it is staged

Photo set reference

CLIENT COMMENTS

Anything the client wants recorded

HANDOVER ACCEPTED BY

Name

Role

Time

Date

Client signature

Operator signature

Memory is not a filing system. File this note and the photo set in the job folder today, alongside the quote, RAMS, Local Rules and any change orders.

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