

# Industrial Construction Site Transfer Report

Project Name:		Report No.:	
Site Location:		Date of Transfer:	
Transferring Party:		Receiving Party:	

## 1. Summary of Work Completed

## 2. Site Condition at Transfer

Area/Section	Status/Condition	Remarks

## 3. Materials & Equipment on Site

Item Description	Quantity	Condition	Remarks

## 4. Outstanding Works / Issues

Description	Responsible Party	Target Date

## 5. Additional Notes

\_\_\_\_\_  
Transferring Party  
Date: \_\_\_\_\_

\_\_\_\_\_  
Receiving Party  
Date: \_\_\_\_\_