

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: _____