
Interior Project Handover

1. Executive Summary

- Overview of the interior project, including scope and purpose.
- State the objective of the handover.

2. Project Overview

- **Project Description:** [Details of the interior project, including style and materials used]
- **Scope of Work:** [E.g., furnishing, lighting, decor]
- **Stakeholders:** [Designers, contractors, and client representatives]

3. Current Project Status

- **Completed Tasks:** [E.g., installation of fixtures, furniture placement]
- **Pending Tasks:** [E.g., final adjustments, touch-ups]
- **Issues/Challenges:** [Include unresolved items or defects]

4. Deliverables

- **Design Plans:** [Finalized layout and designs]
- **Material Information:** [Details of materials and finishes used]
- **Maintenance Guidelines:** [Care instructions for furniture or surfaces]
- **Warranty Documents:** [For appliances, fixtures, etc.]

5. Key Contacts

- **Interior Designer:** [Name and contact details]
- **Contractor:** [Name and contact details]
- **Client Representative:** [Name and contact details]

6. Tools and Access Details

- **Keys/Access Codes:** [Details of keys or electronic access systems]
- **Utilities Setup:** [Details of electricity and water setup]

7. Pending Approvals

- [List any pending client feedback or punch list items.]

8. Knowledge Transfer

- **Maintenance Tips:** [Guidelines for maintaining interiors]
- **FAQs:** [Common questions about materials, cleaning, or design]

9. Post-Handover Support

- **Contact for Repairs:** [Details of repair and maintenance contacts]
- **Support Period:** [Duration and terms of post-handover support]

10. Sign-off

Prepared By:

Name: [Insert Name]

Signature: [Insert Signature]

Date: [Insert Date]

Received By:

Name: [Insert Name]

Signature: [Insert Signature]

Date: [Insert Date]