### horizontal line**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]