

# Interior Fit-Out Project Handover Inspection Report

## Project Details

Project Name:

Location:

Client:

Main Contractor:

Date of Inspection:

Project Ref. No.:

## Scope of Inspection

## Inspection Checklist

Item	Description	Status	Remarks
1	Flooring		
2	Ceiling		
3	Wall Finishes		
4	Joinery/Furniture		
5	MEP Installations		
6	Doors & Windows		
7	Paint & Decoration		
8	Other		

## Snag List (If Any)

No.	Description of Snag	Location	Rectification Status	Remarks
1				
2				
3				

## General Comments

# Handover Confirmation

Inspection Conducted By: \_\_\_\_\_ Position:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory (Contractor)

\_\_\_\_\_  
Authorized Signatory (Client)