

PREPARE / DISCUSS / FOLLOW UP

Handover and follow-up questions

Prepare a structured discussion about possession, records and unresolved work.

Use this copy for short notes. Mark unknown items NOT CONFIRMED; remove items that do not apply. Keep source dates and versions. Editing or downloading does not submit an enquiry.

Preparation

Property or service scope and agreement reference

Notes:

Participants and their responsibilities

Notes:

Which items below apply to this engagement?

Notes:

Questions to confirm

What has been delivered against the agreed scope?

Notes:

Which inspection or review records are available?

Notes:

What remains open, and who is responsible for each item?

Notes:

Which keys, access arrangements, manuals and warranties apply?

Notes:

What utilities, maintenance or service responsibilities need explanation?

Notes:

Handover and follow-up questions | continued

Repeat for each open item

Item and location or reference

Notes:

Observation date; authorised photo reference if appropriate

Notes:

Responsible party and proposed next step

Notes:

Proposed review date and closure evidence

Notes:

Follow-up

Contact for questions after handover

Notes:

How will corrections and unresolved items be recorded?

Notes:

This is a preparation aid, not technical acceptance, a defect certification or a waiver of rights.

Notes:

Use responsibly

General preparation aid, not legal, financial or technical advice, a contract, an approval or a complete due-diligence checklist. Adapt with appropriate professionals for the actual engagement and jurisdiction.

Do not include passwords, banking credentials, identity numbers, original title documents or unnecessary personal information. Share only an appropriate summary through a verified channel.

Next step: use the relevant website enquiry form or contact oasisinnovaltd@gmail.com. Sending a summary does not create an engagement or confirm an appointment.