Avalon
Property Care and Management

Paradise, NL
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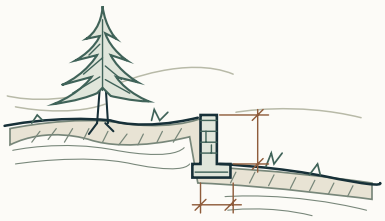
FIELD OPERATIONS / BLANK TEMPLATE

Visit completion and handover



Give the customer a clear closeout with work completed, exceptions and next steps.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Walk the agreed areas with the recipient when possible. Record who received the closeout and identify work still open.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Completed work by area *
State the visible result and relevant quantity.

Open items and next owner *
Specify the follow-up date and responsible person, or enter “None”.

Recipient or authorized contact *

Handover method *

In-person walkthrough / Written portal closeout / Phone walkthrough with written notes / Recipient unavailable, dispatch to follow up

Condition at departure *

Ready for the next use / Usable with a follow-up / Access restricted pending review

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date