



Join Condition Server (Site Handing Over)

Project Name:
Project Id:
Date of Survey

Participants

1 _____
3 _____

2 _____
4 _____

Log ID	Area / Phase	Grid	Chainage	Lat	Lon	Pre-Exist?	Type	Sev.	Description	Photos	Resp.	Action	Target Date	Status
LOG-2025-001	Phase 1 – North Yard	C4	CH 0+120	33.894	35.5	Y	Crack	Med	Hairline longitudinal crack ~4 m near gate	PHO-2025-010, PHO-2025-011	Employer	Cold patch repair; re-inspect	08/11/2025	Open
LOG-2025-002	Phase 1 – North Yard	C5	CH 0+121	33.894	35.5	Y	Crack	Med	Hairline longitudinal crack ~4 m near gate	PHO-2025-010, PHO-2025-012	Employer	Cold patch repair; re-inspect	09/11/2025	Open
LOG-2025-003	Phase 1 – North Yard	C6	CH 0+122	33.894	35.5	Y	Crack	Med	Hairline longitudinal crack ~4 m near gate	PHO-2025-010, PHO-2025-013	Employer	Cold patch repair; re-inspect	10/11/2025	Open

What it is:

This is a **Joint Condition Survey (Site Handover)** log—a snapshot of the site's baseline condition at the moment possession is granted to the contractor. Each row records one observation (location + defect/feature), with photo references and agreed responsibilities. It protects both parties by fixing what was **pre-existing** before works start and by listing any immediate actions.

How to fill it (brief):

Enter the **Log ID** (unique), then the **Area/Phase**, **Grid**, and **Chainage** to pinpoint the location. Add **Lat/Lon** if available. Mark **Pre-Exist?** as **Y** only if the condition existed **before** possession. Choose a **Type** (e.g., Crack) and **Severity** (Low/Med/High), then write a concise **Description** (extent/size/nearby reference). List **Photos** by ID that show the condition. Assign **Resp.** (Employer/Contractor/Authority) and a clear **Action** (e.g., “Cold patch repair; re-inspect”). Set a realistic **Target Date** and track **Status** (Open/Monitor/Closed). At the top, complete **Project Name/ID**, **Date of Survey**, and the **Participants** (names/roles) to confirm joint attendance.