

**PARTICULAR SPECIFICATION**

**APPENDIX AB**

**HANDING OVER FORMS  
FOR HARDSCAPE AND HORTICULTURE WORKS**

**HANDING OVER OF HARDSCAPE REINSTATED WORKS****Reference No.:****Project:**


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With reference to the site meeting on (Date), the following were handed over for maintenance with effect from (Date)

**(I) Engineering Works****1. Footpath / Cycling Track**

Item	Description	Distance (m)	Remarks

**2. Service Road**

Item	Description	Distance (m)	Remarks

**3. Open Drain**

Item	Description	Distance (m)	Remarks

**(II) Park Amenities****1. Park Benches / Picnic Tables**

Item	Description	Quantity	Remarks

**2. Litter Bins**

Item	Description	Quantity	Remarks

**3. Barbecue Pits**

Item	Description	Quantity	Remarks

**4. Signboards / Map Boards / Notice Boards**

Item	Description	Quantity	Remarks

**5. Play Equipment / Fitness Equipment**

Item	Description	Quantity	Remarks

**6. Plaza / Shelters**

Item	Description	Quantity	Remarks

**7. Building – E.g.: Remote Office / Bin Centre / Toilet / ESS / Pump Room etc**

Item	Description	Quantity	Remarks

**(III) Electrical Items****1. OG Box**

Item	Description	Quantity	Remarks

**2. Lighting Equipment (Lamp post/ bollard type lighting)**

Item	Description	Quantity	Remarks

(IV) **Carpark**

Item	Description	Quantity	Remarks
1	Carpark No.		
	Normal Parking Lots		
	Handicapped Lots		
	Motorcycle Lots		
	Bus / Coach Lots		
2	Carpark No.		
	Normal Parking Lots		
	Handicapped Lots		
	Motorcycle Lots		
	Bus / Coach Lots		

(V) **Others**

Item	Description	Quantity	Remarks

**Handed Over By Contractor:**

\_\_\_\_\_  
Project Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date

**Supported By Project Manager:**

\_\_\_\_\_  
Project Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date

**Taken Over By Owner:**

\_\_\_\_\_  
Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date

**HANDING OVER OF HORTICULTURE REINSTATED WORKS****Reference No.:****Project:** \_\_\_\_\_  
\_\_\_\_\_

With reference to the site meeting on (Date), the following were handed over for maintenance with effect from (Date)

**(I) Instant Trees**

Item	Species	Quantity (no)	Girth (m)	Remarks
1				
2				

**(II) Saplings & Palms**

Item	Species	Quantity (no)	Girth (m)	Remarks
1				
2				

**(III) Shrubs & Others**

Item	Species	Quantity (no)	Girth (m)	Remarks
1				
2				

(IV) **Turfing**

Item	Species	Area (m <sup>2</sup> )	Remarks
1	Axonopus compressus		
2			

**Handed Over By Contractor:**

\_\_\_\_\_  
Project Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date

**Supported By Project Manager:**

\_\_\_\_\_  
Project Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date

**Taken Over By Owner :**

\_\_\_\_\_  
Manager  
Name / Designation

\_\_\_\_\_  
Signature / Date