Leave a clear handover

Fill this out together. Keep one copy beside the project, and review the agreement after a week.

1. Our shared surface

Which surface, and what must be clear before the next person starts?

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2. Common tools return here

Name one drawer, tray or other agreed return location.

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3. In use

Project / person to ask / expected next session.

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4. Can move — or must stay

Where can it go? Who confirms it is ready? Note any material or equipment restrictions.

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5. Next step

One action that lets the project owner restart without reconstructing the whole plan.

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6. One-week review

What interrupted us? Change one rule or one location, then try again.

Planning aid only. Follow material, tool, storage and equipment instructions. Resolve specialist work before starting. No measurements or safe clearances are supplied.