

# Public Garden - Shift Handover Record

Record unfinished work and the instructions the next team needs to continue. Setting: Public Garden.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Shift Handover Record

Work remaining at the end of this shift \*

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Priority order for the incoming team \*

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Items awaiting a response and the last contact made \*

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Where the next team can find the working materials

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## Public Garden

Garden bed, path or visitor area reference \*

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**Plant group, gardening supplies or equipment involved \***

**Seasonal timing, irrigation or path-access constraints**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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