pointCPD

Defects list

Defect register and rectification tracking

One line per defect. Give each a precise location, a photo reference and a responsible trade. Record the fix and who checked it, and have the owner sign off completed items.

1. Project details

Site address		**Owner / client**	
Builder		**Contract / job number**	
Inspection that raised these items Pre-handover, practical completion, end of defects period, owner report		**Inspection date**	
Practical completion date		**Contractual defects period ends**	

2. Categories and priority

Category: S = safety, W = water entry or leak, F = function (does not work), C = cosmetic or finish, I = incomplete work.

Priority: 1 = urgent (safety or water entry, act now), 2 = fix within the agreed period, 3 = fix at next scheduled visit.

3. Defects register

#	Location	Defect description	Photo	Cat.	Pri.	Trade	Agreed fix	Due	Fixed / checked	Owner OK
EXAMPLE 1	*Ensuite*	*Shower screen door rubs on bottom seal when closing*	*P04*	*F*	*2*	*Glazier*	*Adjust hinges; replace seal if damaged*	*7 days*		
EXAMPLE 2	*Rear elevation*	*Downpipe not connected to stormwater at base*	*P11*	*W*	*1*	*Plumber*	*Connect to stormwater riser and seal*	*2 days*		

#	Location	Defect description	Photo	Cat.	Pri.	Trade	Agreed fix	Due	Fixed / checked	Owner OK

4. Items not accepted as defects

Record the reason, and any evidence, rather than leaving items open.

#	Item	Reason (e.g. within tolerance, owner damage, not in contract)	Evidence

5. Sign-off

The owner confirms the items marked "Owner OK" have been completed to their satisfaction.

Builder		**Signature and date**	
Owner		**Signature and date**	