pointCPD

Practical completion and handover checklist

Pre-handover inspection for residential building work

Complete the builder's own inspection first, then a joint inspection with the owner. Record defects in section 7 with agreed rectification dates. A new building must not be occupied until the occupation certificate has been issued.

1. Project details

Site address		**Owner**	
Contract / job number		**Principal certifier**	
Builder's inspection date		**Joint inspection date**	
Practical completion date (proposed)		**Inspected by**	

2. Exterior

#	Check	Yes	No	N/A	Comments / action
1	Roof covering complete, no damaged or loose sheets or tiles	☐	☐	☐	
2	Gutters, downpipes and stormwater connected and falling correctly	☐	☐	☐	
3	Flashings and cappings complete	☐	☐	☐	
4	Cladding and brickwork complete, clean, no damage	☐	☐	☐	
5	External sealants and joints complete	☐	☐	☐	
6	Windows and external doors operate, seal and lock	☐	☐	☐	
7	Weep holes and vents clear	☐	☐	☐	
8	Paths, driveway and paving complete, falls away from the house	☐	☐	☐	
9	Site drainage and surface water directed away from the building	☐	☐	☐	
10	Fencing, gates and pool fencing complete (pool fencing certified if applicable)	☐	☐	☐	
11	Letterbox and house number installed	☐	☐	☐	
12	Landscaping and site clean-up complete	☐	☐	☐	

3. Interior (every room)

#	Check	Yes	No	N/A	Comments / action
1	Ceilings and cornices: no cracks, joints invisible, paint complete	☐	☐	☐	
2	Walls: finish even in raking light, no damage, paint complete	☐	☐	☐	
3	Floors and coverings: complete, level, no damage, trims fitted	☐	☐	☐	
4	Doors: hung true, even gaps, latch and close properly, stops fitted	☐	☐	☐	
5	Windows: operate, lock, clean, flyscreens fitted	☐	☐	☐	
6	Joinery and cabinetry: aligned, drawers and doors adjusted, benchtops undamaged	☐	☐	☐	

#	Check	Yes	No	N/A	Comments / action
7	Tiling: grout complete and even, no drummy tiles, silicone to junctions	☐	☐	☐	
8	Wet areas: falls to waste, no ponding, screens sealed	☐	☐	☐	
9	Fixtures and fittings: installed, secure, match selections	☐	☐	☐	
10	Wardrobes and shelving complete	☐	☐	☐	
11	Stairs, balustrades and handrails complete and secure	☐	☐	☐	
12	All protective films and labels removed; builder's clean complete	☐	☐	☐	

4. Services testing

#	Check	Yes	No	N/A	Comments / action
1	Every power point and light switch tested	☐	☐	☐	
2	Smoke alarms installed, interconnected where required, tested	☐	☐	☐	
3	Safety switches (RCDs) tested	☐	☐	☐	
4	Hot water system working and set correctly	☐	☐	☐	
5	All taps, showers and toilets working, no leaks	☐	☐	☐	
6	Drainage flows freely, no smells	☐	☐	☐	
7	Exhaust fans working and ducted to outside	☐	☐	☐	
8	Air conditioning and heating commissioned	☐	☐	☐	
9	Appliances installed and working	☐	☐	☐	
10	Gas appliances commissioned	☐	☐	☐	
11	Solar, battery and EV charger commissioned (if installed)	☐	☐	☐	
12	Data, TV and intercom working	☐	☐	☐	
13	Garage door and remotes working	☐	☐	☐	
14	Water, electricity and gas meters read and recorded	☐	☐	☐	

5. Certificates and approvals

#	Check	Received	N/A	Reference / date
1	Occupation certificate from the principal certifier	☐	☐	
2	Electrical compliance certificate	☐	☐	
3	Plumbing and drainage compliance certificate	☐	☐	
4	Gas compliance certificate	☐	☐	
5	Waterproofing certificate(s)	☐	☐	
6	Termite management certificate and durable notice	☐	☐	
7	Glazing certificate	☐	☐	
8	Smoke alarm compliance	☐	☐	
9	BASIX or energy commitments evidence	☐	☐	
10	Pool fence or pool compliance (if applicable)	☐	☐	

#	Check	Received	N/A	Reference / date
11	Structural engineer certification (if required)	☐	☐	
12	Home warranty insurance certificate (where required)	☐	☐	

6. Handover pack

#	Check	Given	Details
1	All keys, including window keys, counted	☐	
2	Remotes and access fobs	☐	
3	Appliance manuals and warranties	☐	
4	Product warranties (roofing, waterproofing, hot water, tapware)	☐	
5	Copies of certificates and the occupation certificate	☐	
6	Maintenance guide for the home	☐	
7	Paint, tile and product selection schedule	☐	
8	Emergency and warranty contact details	☐	
9	Statutory warranty and defects information	☐	

7. Items raised at the inspection

#	Location	Item	Agreed action	Due	Done
EXAMPLE 1	*Ensuite*	*Shower screen door rubs on seal when closing*	*Adjust hinges, replace seal if damaged*	*7 days*	

8. Acknowledgement

The parties have inspected the work together. Items listed in section 7 will be completed by the dates shown.

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