

**PRE-HANDOVER CHECKLIST**

Inspection Date \_\_\_\_\_

Client Name \_\_\_\_\_

Client Address \_\_\_\_\_

Strata Plan \_\_\_\_\_

Client's Signature \_\_\_\_\_ Date \_\_\_\_\_

Builder/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Conference Code:

A = Adjust

C = Clean

R = Repair

X = Replace

<b>INTERNAL</b>		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Lounge	Dining	Kitchen	Bathroom	Hall, Entry	Ensuite	Laundry	Family	Entertainment	Garage	Other
		<b>Paint</b>	Cut-in													
	Drips and Runs															
	Cover															
<b>Doors</b>	Sticking															
	Locks															
	Handles															
	Glide															
	Track															
	Stops															
	Closures															
	Frames															
	Seals															
	Scratches															
	Alignment															
<b>Windows</b>	Sticking															
	Glide															
	Locks															
	Seals															
	Scratches															
	Screens															
	Clean															
	Alignment															

Notes \_\_\_\_\_

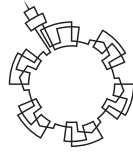
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## PRE-HANDOVER CHECKLIST

Conference Code:

A = Adjust

C = Clean

R = Repair

X = Replace

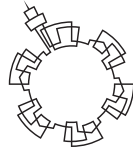
<b>INTERNAL</b>		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Lounge	Dining	Kitchen	Bathroom	Hall, Entry	Ensuite	Laundry	Family	Entertainment	Garage	Other
<b>Lights and Fans</b>	Switches															
	Fittings															
	Dimmer															
	Fan Control															
<b>Cabinetry</b>	Door Alignment															
	Handles															
	Catches															
	Door Finish															
	Shelves															
	Bench Tops															
<b>Wall Tiles</b>	Tiles															
	Cracks / Chips															
	Grout															
	Drummy															
	Clean															
<b>Floor Tiles</b>	Tiles															
	Cracks / Chips															
	Grout															
	Drummy															
	Clean															
<b>Shower Screen</b>	Operation															
	Scratches															
	Leaks															
	Clean															
<b>Basin / Bath / Toilet</b>	Chips															
	Scratches															
	Leaks															
<b>Taps / Mixers</b>	Operation															
	Leaks															
<b>Timber Floors</b>	Surface Finish															
	Squeaks															
<b>Other Floor Coverings</b>																
<b>Cooktop / Stove / Hood</b>	Scratches															
	Operation															
<b>Smoke Alarms</b>	Location															
	Battery															
	Operation															

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## PRE-HANDOVER CHECKLIST

Conference Code:

A = Adjust

C = Clean

R = Repair

X = Replace

<b>INTERNAL</b>		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Lounge	Dining	Kitchen	Bathroom	Hall, Entry	Ensuite	Laundry	Family	Entertainment	Garage	Other																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
		<b>Paint</b>	Cut-in																	Drips and Runs																	Cover																<b>Doors</b>	Operation																Sticking																Locks																Handles																Closures																Frames																Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																Chips																Mortar Holes																Weep Holes Clean																Vents Clean																Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																Cover																Weep Holes Clear																Control Joints																Cracking																<b>Cladding</b>	Fixings																Mouldings																Cover																<b>Roof</b>	Tiles Bedded and Pointed																Tiles - Weep Holes																Tiles - Damaged																Metal - Scratches and Dents																Metal - Swarf Removed													
	Drips and Runs																	Cover																<b>Doors</b>	Operation																Sticking																	Locks																Handles																Closures																Frames																Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																Chips																	Mortar Holes																Weep Holes Clean																Vents Clean																Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																Weep Holes Clear																Control Joints																Cracking																<b>Cladding</b>	Fixings																	Mouldings																Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																Tiles - Damaged																Metal - Scratches and Dents																Metal - Swarf Removed																											
	Cover																<b>Doors</b>	Operation																	Sticking																Locks																	Handles																Closures																Frames																Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																Weep Holes Clean																Vents Clean																Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																Control Joints																Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																Metal - Scratches and Dents																Metal - Swarf Removed																																							
<b>Doors</b>	Operation																	Sticking																	Locks																Handles																	Closures																Frames																Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																Vents Clean																Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																Metal - Swarf Removed																																																				
	Sticking																	Locks																	Handles																Closures																	Frames																Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																	
	Locks																	Handles																	Closures																Frames																	Seals																Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																
	Handles																	Closures																	Frames																Seals																	Scratches																Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																															
	Closures																	Frames																	Seals																Scratches																	Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																															
	Frames																	Seals																	Scratches																Electrical Controller																	Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																															
	Seals																	Scratches																	Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																
	Scratches																	Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																	
	Electrical Controller																Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																		
Alignment																<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																			
<b>Brickwork</b>	Clean																	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																			
	Chips																	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																				
	Mortar Holes																	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																					
	Weep Holes Clean																	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																						
	Vents Clean																	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																							
	Control Joints Filled																	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																								
	Brick Still Clearance																<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																									
<b>Render Texture / Coat</b>	Drummy																	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																										
	Cover																	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																											
	Weep Holes Clear																	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																												
	Control Joints																	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																													
	Cracking																<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																														
<b>Cladding</b>	Fixings																	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																															
	Mouldings																	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																
	Cover																<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
<b>Roof</b>	Tiles Bedded and Pointed																	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
	Tiles - Weep Holes																	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
	Tiles - Damaged																	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
	Metal - Scratches and Dents																	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
	Metal - Swarf Removed																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_