



New Homes PRE-COMPLETION INSPECTION CHECKLIST: APARTMENT

FOR NEW HOMES QUALITY CODE
VERSION 2 (MARCH 2026)

GUIDANCE FOR CUSTOMERS AND/OR
SUITABLY QUALIFIED INSPECTORS

INTRODUCTORY NOTES

This guidance is provided to assist a suitably qualified inspector or customer in carrying out a pre-completion inspection. The purpose of the inspection is to confirm that the standard of finish is acceptable and, where issues are identified, to provide both the buyer and the developer with a checklist of items requiring attention.

Customers should be aware that this inspection was designed to be carried out by a suitably qualified professional. As such, a person who is not qualified to survey residential property may overlook or misinterpret certain requirements or standards that the builder is required to follow.

GUIDANCE FOR UNDERTAKING THE PRE-COMPLETION INSPECTION

This guidance explains how a qualified inspector or customer should carry out an inspection.

It has been approved by an industry-wide technical working group in collaboration with the New Homes Quality Board (NHQB). The opportunity to undertake a pre-completion inspection is a requirement of the New Homes Quality Code (NHQC).

An inspection of a property should be non-disruptive and non-invasive. It should assess fixtures, fittings, and services in a way that is similar to how they are normally used day to day.

If the inspection is carried out by a suitably qualified inspector, they must comply with the following:

- be a member of a recognised professional association experienced in surveying residential properties (e.g. CABE, CIOB, ICWCI, RICS, RPSA, etc.) which provides guidance on conducting pre-completion inspections to its members;
- hold relevant and adequate professional indemnity insurance;
- only work within their competency; and
- use this agreed checklist for the inspection.

The Pre-Completion Inspection Checklist must include the following:

- contact details of the person carrying out the inspection, and their relevant professional association (if applicable);
- a description of the property being inspected, and explain where each room mentioned is located;
- recording of any limitations to the inspection (e.g. weather conditions);
- photographs and explanatory notes of all matters identified; and
- details about any remedial works required.

You can use this checklist in electronic or digital form, but you must not change any of the checks listed.

The purpose of this checklist is to support developers in delivering a high-quality standard in every new home.

Customers expect their home to be constructed to a high specification, that the approach to the home and surrounding area is safe on the day they move in, and that the home is clean and ready for them to enjoy and live safely from day one.

This checklist is split into internal and external requirements. The first few pages confirm the required standards for each internal element of the new home. This is followed by a section for each room to be reviewed and any comments noted.

The next section covers the requirements for external elements and space for comments to be noted. The final section is for additional notes.

The completed checklist should be provided to the customer (if it has been completed by a professional) and the developer, either electronically or in paper-based format.

The individual carrying out the inspection should follow the guidance below when completing it. Where it is not possible to comply with the guidance, mention this in the inspection notes.

It is also important to understand that all inspections should be carried out in accordance with warranty provider standards, as the home has been built to meet specific guidelines, tolerances, and standards. The developer can provide specific details as required.

USE OF MEASURING TOOLS

Where tolerances, dimensions, or standards of finish are specified in this checklist (e.g. plumb, level, square, or gap widths), the use of an appropriate measuring tool is permitted in order to verify compliance.

Examples include, but are not limited to:

- spirit levels or plumb lines for checking plumb (vertical) and level (horizontal).
- tape measures, rules, or gauges for verifying stated tolerances such as door clearances, gap widths, or similar measurable standards.

The purpose of these tools is not to identify issues through invasive or disproportionate testing, but rather to provide an objective method of measuring or confirming whether a visual observation complies with the relevant tolerance.

All measurements should be undertaken in line with published industry tolerances, warranty provider standards, and good building practice. For example:

- External walls should be inspected in daylight from a minimum distance of 10m. Visible inconsistencies can be checked with a spirit level, plumb line, or similar.
- The internal ceiling, wall, paintwork finishes, mastic, and sealing should be inspected in daylight from a minimum distance of 2m without shining a light on the surface. Where no natural daylight is available, inspection should be carried out with a single light source.
- Cupboards, wardrobes, surfaces, and fitted furniture (including kitchens and bathrooms) should be inspected in daylight from a distance of 0.5m.
- Glazing should be inspected in daylight from a minimum distance of 2m (laminated or toughened glass from 3m) without shining a light on the surface. Fine scratches less than 25mm and bubbles or blisters that are neither obtrusive nor bunched are acceptable.
- All checks on the property, unless otherwise stated, will be visual from the ground (in the case of exterior) or from internal floors (in the case of the interior).
- In addition, some materials – such as reclaimed materials (e.g. bricks, wood, and stone) – are not uniform and are not intended to be. Some texture variation is inevitable. This is often used as an aesthetic feature and should be recognised within appropriate tolerances or considered separately.

The inspection should be limited to those common parts that would normally be used by the occupier of the subject dwelling, i.e. the individual paths, parking areas, gardens, bin stores, storage, garages, etc. that an occupier of that individual dwelling would typically use.

Consideration should also be given to the safety and suitability of access and egress via shared internal areas such as entrance halls, stairwells, and corridors.

It should include only those parts that an occupier of the subject dwelling can normally and freely access without special permissions. It should exclude locked or restricted access areas, including electrical/lift/riser/services cupboards, lockers or housings, roof spaces accessed from common areas, restricted storage and maintenance facilities.

All included areas should be visually inspected in a similar manner as described elsewhere in relevant sections of this guidance. Where common parts are not accessible, perhaps because they are incomplete or within an area of ongoing construction activity deemed unsafe to enter, either by the surveyor or the site developer, a limitation should be noted within the report.

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COMMUNAL AREA REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
COMMUNAL AREAS		
Doors		
Door furniture operating and fitted square. Where applicable, fire doors within communal areas should be inspected in accordance with BSEN16034. Self-closing mechanism is fitted and intumescent strips checked. Check unlocking mechanism – either key or intercom/entry system. Opens/closes without fouling. Main external door should be self-closing for security. Door and frame to be undamaged and with consistent, even finish. Reveals square with even heads and sills. Frames undistorted and plumb. Seal around perimeter.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Intercom system		
Present where specified, check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Entrance hall		
Clean and tidy. Decorative finishes are evenly applied and free from runs or prominent brush marks. Paint splashes are not visible on switches, sockets, etc.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Corridor to plot		
Clean and tidy. Decorative finishes are evenly applied and free from runs or prominent brush marks. Paint splashes not visible on switches sockets etc. Communal lighting (if applicable) in place and operational.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Flooring		
Reasonably flat and free from excessive noise/creaks when walking on them. Floor patterns and joints reasonably square with the walls.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tiled/timber/laminate finishes square to walls, except by design, with consistent spacing.		
Carpets are free from defects, fault lines, ripples, lumps, and bumps, and neatly fitted with door threshold bars installed where required.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Stairwell		
Clean and tidy. Decorative finishes are evenly applied and free from runs or prominent brush marks. Paint splashes not visible on switches sockets etc. Communal lighting (if applicable) in place and operational.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Lift		
Commissioned and working as expected.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Clean and tidy.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Emergency signage in place and alarm system operational (if applicable).	<input type="checkbox"/> Y <input type="checkbox"/> N	
Escape route		
Clear signage is in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
All doors are accessible.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Post boxes		
In place, clean and tidy and with provision for numbering/labelling.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
WALLS AND CEILINGS		
Plastering and dry lining		
Joints not visible, reasonably uniform, and free from, shrinkage, popped screws, imperfections, visibly flat and plumb. Jointing tape fully covered.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Minor imperfections and textural differences may be present, especially around lights and other fittings, these are expected and considered acceptable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Associated fittings, casings, access covers should be square, neat, and tidy.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Finishes		
Paint evenly applied and free from runs or prominent brush marks. Paint splashes not visible on switches, sockets etc.	<input type="checkbox"/> Y <input type="checkbox"/> N	
FLOOR		
Flat and free from excessive noise/creaks when walking on them. Floor patterns and joints reasonably square with the walls.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tiled/timber/laminate finishes square to walls, except by design, with consistent spacing.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Carpets free from defects, fault lines, ripples, lumps and bumps, and neatly fitted with door threshold bars installed where required.	<input type="checkbox"/> Y <input type="checkbox"/> N	
WINDOWS AND GLAZING		
Handles, stays, and catches are operating and fitted square. Open/closes without fouling, including operation/restrictions for fire escape windows. Undamaged and with consistent, even finish.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Free from obtrusive or bunched bubbles, particles, blisters and other defects, with a seal around the perimeter (when viewed at a minimum of 2m away and not in direct sunlight).	<input type="checkbox"/> Y <input type="checkbox"/> N	
Reveals square with even heads and sills. Frames undistorted and plumb.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Seal around the perimeter.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Keys present.	<input type="checkbox"/> Y <input type="checkbox"/> N	

INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
JOINERY		
Skirting		
Uniform finish with consistent gap to floors, maximum 5mm. Joints to present a continuous surface allowing for normal shrinkage.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Stairs		
Strings to have consistent fit and finish, free from protrusions. Quadrant (if fitted) secure and consistent.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Treads and risers to be even and securely fixed with no movement or excessive noise/creaks, free from nails.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Newels and handrails to have a minimum of 25mm between handrail and wall, secure and plumb, smooth finish without unusual projections.	<input type="checkbox"/> Y <input type="checkbox"/> N	
DOORS		
Locks, handles, door furniture and catches operating, undamaged and fitted square. Opens/closes without fouling.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Undamaged and with a consistent, even finish. Reveals square with even heads and sills. Frames undistorted and plumb. Suitable seal around perimeter. Draft excluders fitted as required and keys present.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fire doors (FD30)		
Any fire doors within the property should be inspected in accordance with BSEN16034.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Gaps around the head and sides need to be between 2–4mm, gaps at the base of the door to be no more than 4mm.	<input type="checkbox"/> Y <input type="checkbox"/> N	
A self-closing mechanism must be fitted if applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Kite marked ironmongery and hinges to be fitted in accordance with BSEN1935.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Intumescent strips are to be inspected and secured without damage.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fire door ID plate to be present on the header of the door.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
FITTED JOINERY		
Cupboards		
Securely fixed, visually aligned and level with uniform gaps which allow for floor covering. Opens/closes without fouling.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Locks, handles, door furniture, and catches are operating, undamaged, and fitted square. Matching finish and free from obvious abrasions and scratches (when viewed from 0.5m). Shelves (where applicable) fitted and secure.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Wardrobes		
Securely fixed, visually aligned and level with uniform gaps which allow for floor covering. Opens/closes without fouling.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Locks, handles, door furniture, and catches are operating, undamaged, and fitted square. Matching finish and free from obvious abrasions and scratches (when viewed from 0.5m). Shelves (where applicable) fitted and secure.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drawers		
Securely fixed, visually aligned and level with uniform gaps. Opens/closes without fouling and soft closes (where applicable).	<input type="checkbox"/> Y <input type="checkbox"/> N	
Locks, handles, and drawer furniture are operating, undamaged, and fitted square.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Matching finish and free from obvious abrasions and scratches (when viewed from 0.5m). Dividers/liners (where applicable) fitted and secure.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Plinths		
Securely fixed, visually aligned and level with uniform gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Matching finish and free from obvious abrasions and scratches (when viewed from 0.5m). Illuminations are working where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Kitchen fittings		
Securely fixed, visually aligned, and level with uniform gaps which allow for floor covering where applicable. Opens/closes without fouling.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Locks, handles, door furniture, and catches are operating, undamaged, and fitted square. Matching finish and free from obvious abrasions and scratches (when viewed from 0.5m). Shelves (where applicable) are fitted, secure, and operating where articulated.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drawer dividers/liners (where applicable) fitted and secure.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Illuminations are working where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	

INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
TILES		
Complete and free from cracks and scratches. Joints are consistent, straight, and in alignment unless by design. Joints and patterns are square to walls, floors, and ceilings unless by design. Grout lines are well filled with no voids, and mastic sealant to wet areas is neat, tidy, and consistent.	<input type="checkbox"/> Y <input type="checkbox"/> N	
SANITARY WARE		
Baths		
Except by design, all fittings are securely fixed with pipes hidden and free from obvious damage.	<input type="checkbox"/> Y <input type="checkbox"/> N	
All checked for normal operation, adequate water flow, hot and cold operation the right way round. Free from any unusual noise.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned and level/plumb.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Wet junctions, where accessible by design, have complete seals and a consistent, compact, neat, and tidy finish. All wet joints are visibly free from leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Over-bath shower screens to be clean, and securely fixed with neat silicone sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Bath filled to overflow, free from movement and unusual noises.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drainage is effective and free from gurgling or back-up.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from obvious abrasions, scratches, and chips. Plugs and chains are operating correctly.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Shower trays		
Free from obvious abrasions, scratches, and chips. Securely fixed with neat silicone sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Shower run to check overflow, free from movement and unusual noises.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drainage is effective and free from gurgling or back-up.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Cubicles/wet rooms		
Screens to be clean, and securely fixed with neat silicone sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drainage is effective and free from gurgling or back-up.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from obvious abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Basins		
Except by design, all fittings are securely fixed with pipes hidden and free from obvious damage. All checked for normal operation, adequate water flow, hot and cold operation the right way round.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Note any pipe noise.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned, level and plumb.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
SANITARY WARE (CONTINUED)		
Basins (continued)		
Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Basin filled to overflow, free from movement and unusual noises.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Drainage is effective and free from gurgling or back-up.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from obvious abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Plugs and chains are operating correctly.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Taps and controls		
Except by design, all fittings are securely fixed with pipes hidden and free from obvious damage. All checked for normal operation, adequate water flow, hot and cold operation the right way around.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Note any pipe noise.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Securely fixed with neat seals in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from obvious abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Plugs and chains are operating correctly.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Pedestals		
Securely fixed with pipes hidden and free from obvious damage.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned, level, and plumb.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Neat seals/sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from conspicuous abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Toilets and seats		
Securely fixed with pipes hidden and free from obvious damage.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned, level, and plumb.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Neat seals/sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fittings free from conspicuous abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Securely fitted toilet seat with functioning soft close where appropriate.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
SANITARY WARE (CONTINUED)		
Shaving points		
Securely fixed and free from obvious abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned, level, and square.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Neat seals/sealant in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Evidence of power supply.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Towel rails		
Wet junctions, where accessible by design, have complete seals, a consistent, compact, neat, and tidy finish, and are free from obvious damage. All wet joints are visibly free from leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Securely fixed and free from obvious abrasions, scratches, and chips.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Visibly aligned, level, and square.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Finished decorations behind.	<input type="checkbox"/> Y <input type="checkbox"/> N	
SERVICES		
Lighting		
Bulbs are present and working. Lamps and switches flush, securely fixed, clean, and level unless by design.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Sockets		
Level and flush with the wall, and all sockets tested with a plug tester.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Wiring		
Neat and secure, where visible.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Consumer unit		
Level, clean, and labelled with blanks in place with no obvious gaps.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Safety stickers and next test due date stickers fitted.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Broadband/TV		
Provision for broadband and/or communal TV where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Ventilation system		
Operating when light switched on and ensure switched on at spur. Grilles flush and secure.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Heating		
Operating and free from undue noise.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Boiler		
Working, casing undamaged, pipework tidy and concealed, free from unusual noise, flue sealed, and labelled with signature confirmation of correct installation.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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INTERNAL REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
SERVICES (CONTINUED)		
Radiators		
Operational, undamaged, level, finished decorations behind, and free from leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Hot water tank		
Free from leaks, installer signed label, working.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Isolation valve present and working.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Cold water tank		
Free from leaks, lid present, insulation present.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Smoke/heat/CO detectors		
Present, power light on, check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Entryphone		
Present where specified, power light on, check operation where possible.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Security alarm		
Present if applicable, power light on check operation.	<input type="checkbox"/> Y <input type="checkbox"/> N	
APPLIANCES		
Hob/cooker		
Check operation. Isolation switches are correctly labelled where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Fridge/freezer		
Check operation. Isolation switches are correctly labelled where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Dishwasher		
Check operation and drains correctly. Isolation switches are correctly labelled where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Washing machine		
Check operation, travel bar removed and drains correctly. Isolation switches are correctly labelled where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other		
Check operation of appliances.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Please list.		

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ROOM BY ROOM INSPECTION (Delete/strike-through those that do not apply)

ROOM	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD	STANDARD ACHIEVED
Communal areas		
Hallway		
Living room		
Dining room		
Study		
Kitchen		
Utility		
WC		
Main bedroom		

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ROOM BY ROOM INSPECTION (Delete/strike-through those that do not apply)

ROOM	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD	STANDARD ACHIEVED
Bedroom 2		
Bedroom 3		
Bedroom 4		
Bedroom 5		
Ensuite 1		
Ensuite 2		
Bathroom 1		
Bathroom 2		
Airing cupboard		

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EXTERIOR REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
GENERAL		
Health and safety		
No open excavations, potholes, discarded materials, or trip hazards on the route to the home/block entrance.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Scaffolding		
Removed from block.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Roads and footpaths		
Base layer installed (minimum). Street lighting (where specified) is in place. No trip hazards.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tidiness		
The external areas should be tidy, free from debris, and cleared of surplus building materials, though some minor finishing works may still be ongoing.	<input type="checkbox"/> Y <input type="checkbox"/> N	
BALCONIES		
Clean. Railings securely fitted and with consistent finish.	<input type="checkbox"/> Y <input type="checkbox"/> N	
GARAGES/PARKING (IF APPLICABLE)		
Walls/boundaries		
Consistent in texture, finish, colour, and excessive colour banding. Free from chips and marks greater than 15mm in diameter, except by design. Plumb (the bricks are not leaning forward or back) and straight-on plan (brickwork follows a straight horizontal line) are in section. Bed joints are straight horizontally and vertically, except by design.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Floors		
Reasonably level, except by design. All parking spaces numbered.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Security		
Entrance security (if applicable) in place and operational.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Roofs		
If applicable. Uniform in texture, finish, colour, except by design.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Doors		
Operating, lockable, dent, and scratch free with ironmongery/ security chain intact. Frame secure and undamaged. Prevents water ingress at base and not fouling floor. Threshold seal on personnel doors if applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Services		
Where applicable, light fittings, switches, and sockets should be clean, level, and in working order.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Any conduit should be level and clean. Exposed cables are to be clipped and level, giving a tidy finish.	<input type="checkbox"/> Y <input type="checkbox"/> N	

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EXTERIOR REQUIREMENTS

	STANDARD MET	COMMENTS/ACTIONS REQUIRED TO MEET STANDARD
SURFACES		
Paths		
Reasonably level even surface finish for texture, and colour, except by design. Appropriate drainage (away from property).	<input type="checkbox"/> Y <input type="checkbox"/> N	
Edgings and kerbs		
Free from trip hazards. Securely fixed and level according to design.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Lawns/landscaping		
Free from dead areas and visible flooding. Free from rubbish and debris.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Steps		
Rises even and as design.	<input type="checkbox"/> Y <input type="checkbox"/> N	
DRAINS		
Inspection chambers level, fixings in place, free from mortar or other surface coating debris. Lift and inspect internally for spoil, damage, flush water through.	<input type="checkbox"/> Y <input type="checkbox"/> N	
OUTBUILDINGS		
Bin stores		
Consistent and even finish. Doors and windows open/close without fouling. Roof coverings complete and with a consistent finish free from holes and leaks.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Bike stores		
Consistent and even finish. Doors and windows open/close without fouling. Roof coverings complete and with a consistent finish free from holes and leaks. Security measures in place.	<input type="checkbox"/> Y <input type="checkbox"/> N	
BOUNDARIES		
Fences		
Consistent and even finish, free from damage, with timbers treated where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Walls		
Consistent and even finish, free from damage, with timbers treated where applicable.	<input type="checkbox"/> Y <input type="checkbox"/> N	
Gates		
Consistent and even finish, free from damage, with timbers treated where applicable. Gates square and aligned, open and close freely. Hinges, catches, and locks operate smoothly.	<input type="checkbox"/> Y <input type="checkbox"/> N	

