

Checklist

What to check before the project wraps up



You've got the keys, the hard work has paid off, and the moving boxes are waiting. But before you get settled in, there's one more important step.

Your final walkthrough is an opportunity to go through the completed project with your builder and confirm that everything has been finished as agreed. It's your chance to check the quality of the work, make sure any variations or upgrades have been completed, understand how key systems operate, and identify any items that still need attention.

Bring your contract, plans and variation records with you. If something was agreed along the way, this is the time to confirm it has been included in the finished work.

Your walkthrough doesn't need to identify every tiny imperfection, but it should result in a shared understanding of what has been completed, what still needs attention, and when any outstanding items will be resolved.

TIP: Take photos and make notes as you go. Record any defects, touch-ups or unfinished work in writing, and agree timeframes for completing outstanding items before the project is signed off.

Things to check on your final walkthrough

- ☐ Do doors, windows and locks open, close and latch properly?
- ☐ Have taps, toilets, showers and drains been tested and are they working as expected?
- ☐ Do lights, switches, power points, appliances and other installed equipment work properly?
- ☐ Have you received warranties, manuals and care instructions for appliances, products and systems?
- ☐ Do walls, ceilings, paint, flooring, tiling and finishes meet the standard you agreed to?

- ☐ Are cabinets, benchtops, wardrobes, shelving and other joinery complete, aligned and free from obvious defects?
- ☐ Have heating, ventilation, hot water and any smart systems been explained?
- ☐ Have exterior areas been checked, including cladding, decks, paths, driveways, drainage, gates and any landscaping included in the contract?
- ☐ Have all agreed variations, upgrades or special features been completed?
- ☐ Have any defects, small fixes, touch-ups or unfinished items been recorded on a defects list?
- ☐ Have timeframes for completing outstanding items or follow-up visits been agreed in writing?
- ☐ Is the site clean, tidy and ready to hand over?
- ☐ Have you received any compliance documents, producer statements, code compliance certificates or other handover documentation that applies to your project?