



Pre-Completion Inspection Checklist (Apartment)

Guidance for Suitably
Qualified Inspectors v1





INTRODUCTORY NOTES

This guidance is intended to inform a suitably qualified inspector in the execution of a Pre-Completion Inspection for the purpose of providing a new home customer with a finishing checklist (“the service”).

This guidance provides details of the terms under which a suitably qualified inspector should provide the service.

An inspection of a property by a suitably qualified inspector should be non-disruptive and non-invasive and should assess fixtures, fittings and services by way of checks comparable with normal daily use.

It has been approved by an industry-wide technical working group in collaboration with the New Homes Quality Board (NHQB) and its availability is a requirement of the New Homes Quality Code.

Any suitably qualified inspector must comply with the following:

- Be a member of a recognized professional association experienced in surveying residential properties (e.g., RICS, RPSA, etc.) and which provides guidance on conducting Pre-Completion Inspections to its members
- Hold relevant and adequate Professional Indemnity Insurance.
- Only work within their competency.
- Use this template checklist for the inspection.

The Pre-Completion Inspection Checklist must include the following:

- Contact details of the suitably qualified inspector carrying out the inspection.
- A description of the property being inspected, including a means for the identification of the location of individual rooms referred to.
- A description of the service.
- Recording of any limitations to the inspection (e.g., weather conditions).
- Photographs and explanatory notes of all matters identified.
- An indication of the nature of any remedial works required.

It is permissible for this Checklist to be reproduced in an electronic or digital format; however, any such versions must not deviate from the checks specified.

This Checklist is split into internal and external requirements. The first 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 second section covers the requirements for external elements, along with space for comments to be noted.

The completed Checklist should be provided to the customer and also to the developer either electronically or in paper-based format as required.

The purpose of this Checklist is to assist the home building industry show a commitment to cooperation and transparency in delivering a high-quality standard to every new home. The customer can and should expect their home to be constructed to a high specification and that the approach to the home and surrounding area is safe on the day they move in. The home should be clean and ready for the customer to enjoy and live in safely from day one.

Inspectors should follow the guidance below when completing the inspection and where it isn't possible to comply with the guidance make reference to this limitation in the inspection notes:

- External walls should be inspected in daylight from a minimum distance of 10m.
- Internal ceiling, wall, paintwork finishes, mastic and sealing should be inspected in daylight from a minimum distance of 2m and not 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) and not shining a light on the surface, with fine scratches less than 25mm and bubbles or blisters if they are neither obtrusive or bunched, being 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].
- For top floor apartments, loft spaces and eaves should only be checked where safely accessible to do so.

External common parts (where relevant)

The Inspector should assume that the common parts include all areas beyond the confines of the subject property where there is no evidence to suggest the area is demised to a different property, and which are commonly included within a maintenance/repair agreement associated with properties of a similar type.

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 would normally be used by an occupier of that individual dwelling. It should include only those parts of the external structure, including walls, roofs, windows, doors, joinery etc. that are immediately and directly associated with the subject dwelling. It should exclude locked, or restricted access areas including electrical/lift/riser/services cupboards, lockers or buildings, restricted storage and maintenance facilities.

Internal common parts

The Inspector should assume that the common parts include all areas beyond the confines of the subject property where there is no evidence to suggest the area is demised to a different property, and which are commonly included within a maintenance/repair agreement associated with properties of a similar type.

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 corridors, staircases, halls, landings etc. that would normally be used to access that individual dwelling. It should include only those parts that can normally and freely be accessed by an occupier of the subject dwelling 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 that is deemed unsafe to enter, either by the Surveyor or by the site developer, a limitation should be noted within the report.

COMMUNAL AREA REQUIREMENTS

Communal Areas	
Doors	Door furniture operating and fitted square. 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. Suitable seal around perimeter.
Doorbell	Present where specified, check operation
Entrance Hall	Clean and tidy. Decorative finishes evenly applied and free from runs or prominent brush marks. Paint splashes not visible on switches sockets etc.
Corridor to plot	Clean and tidy. Decorative finishes 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.
Flooring	Reasonably level and free from excessive noise / creaks when traversed. Patterns and joints reasonably square with the walls. Tiled/timber/laminate finishes square to walls, except by design, with consistent spacing. Carpets free from defects, fault lines, ripples, lumps and bumps, and neatly fitted with door threshold bars installed where required.
Stairwell	Clean and tidy. Decorative finishes 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.
Lift	Commissioned and working as expected. Clean and tidy. Emergency signage in place and alarm system operational (if applicable).
Communal Heating	Check operation where possible (if applicable).
Escape Route	Clear signage in place. All doors accessible.
Post Boxes	In place, clean and tidy and with provision for numbering/labelling
Meter Room	If applicable. If so, clear labelling in place.

INTERNAL REQUIREMENTS

Walls & Ceilings

Plastering & Dry Lining Joints not visible, reasonably uniform, and free from, shrinkage, popped screws, imperfections, visibly flat and plumb. Jointing tape fully covered.
Minor imperfections and textural differences may be present, especially around lights and other fittings.
Associated fittings, casings, access covers should be square, neat, and tidy.

Finishes Evenly applied and free from runs or prominent brush marks.
Paint splashes not visible on switches sockets etc.

Floors

Reasonably level and free from excessive noise / creaks when traversed. Patterns and joints reasonably square with the walls.
Tiled/timber/laminate finishes square to walls, except by design, with consistent spacing.
Carpets free from defects, fault lines, ripples, lumps and bumps, and neatly fitted with door threshold bars installed where required.

Loft/Eaves (if applicable)

Hatch	Operating freely, undamaged, securely fixed
Ladder	If fitted, stable and properly fixed
Felt	Even and free from damage. Overlapped and fixed around junctions and valleys
Ducting	Complete runs fixed at both ends. Free from excessive loops and folds.
Insulation	Evenly laid.
Cable & Wires	Properly secured.
Timbers	Evenly spaced and securely fixed. Undamaged and free from cracks, twisting or distortion with visible bracing and strapping in place.

Windows / Glazing

Handles, stays and catches operating and fitted square with keys present.
Open/closes without fouling, including operation/restrictions for fire escape windows.
Undamaged and with consistent, even finish.
Free from obtrusive or bunched bubbles, particles, blisters and other defects, with seal around perimeter.
Reveals square with even heads and sills.
Frames undistorted and plumb.

INTERNAL REQUIREMENTS

Joinery

Skirting

Uniform finish with consistent gap to floors, max 5mm. Joints to present a continuous surface allowing for normal shrinkage.

Stairs

Strings to have consistent fit and finish, free from protrusions. Quadrant (if fitted) secure and consistent.

Treads and risers to be even, securely fixed with no movement or excessive noise / creaks, free from nails.

Newels and handrails to have min 25mm between handrail and wall, secure and plumb, smooth finish without unusual projections.

Doors

Locks, handles, door furniture and catches operating, undamaged and fitted square. Opens/closes without fouling. Undamaged and with 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.

Fitted Joinery

Cupboards

Securely fixed, visually aligned and level with uniform gaps which allow for floor covering. Opens/closes without fouling.

Locks, handles, door furniture and catches operating, undamaged and fitted square.

Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].

Shelves (where applicable) fitted and secure.

Wardrobes

Securely fixed, visually aligned and level with uniform gaps which allow for floor covering. Opens/closes without fouling.

Locks, handles, door furniture and catches operating, undamaged and fitted square.

Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].

Shelves (where applicable) fitted and secure.

Drawers

Securely fixed, visually aligned and level with uniform gaps. Opens/closes without fouling and self closes (where applicable).

Locks, handles and draw furniture operating, undamaged and fitted square.

Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].

Dividers/liners (where applicable) fitted and secure.

Plinths

Securely fixed, visually aligned and level with uniform gaps.

Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].

Illuminations working where applicable.

Kitchen Fittings

Securely fixed, visually aligned and level with uniform gaps which allow for floor covering where applicable. Opens/closes without fouling. Locks, handles, door furniture and catches operating, undamaged and fitted square.

Matching finish and free from conspicuous abrasions and scratches [when viewed from 0.5m].

Shelves (where applicable) fitted, secure and operating where articulated.

Drawer dividers/liners (where applicable) fitted and secure.

Illuminations working where applicable.

INTERNAL REQUIREMENTS

Tiles

Complete and free from cracks and scratches. Joints consistent, straight and in alignment unless by design. Joints and patterns square to walls, floors, and ceilings, unless by design. Grout lines well filled with no voids and mastic seals to wet areas neat, tidy and consistent.

Sanitary Wear

Baths

Except by design, all fittings securely fixed with pipes hidden and free from obvious damage. All checked for normal operation, adequate water flow, availability of hot/cold. Free from any unusual noise. Visibly aligned and level / plumb. Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks. Over bath shower screens to be clean, and securely fixed with neat silicone sealant in place. Bath filled to overflow, free from movement and unusual noises. Drainage effective and free from gurgling or back-up. Fittings free from conspicuous abrasions, scratches, and chips. Plugs and chains operating correctly.

Shower Trays

Free from conspicuous abrasions, scratches, and chips. Securely fixed with neat silicone sealant in place. Shower run to check overflow, free from movement and unusual noises. Drainage effective and free from gurgling or back-up.

Cubicles / Wet Rooms

Screens to be clean, and securely fixed with neat silicone sealant in place. Drainage effective and free from gurgling or back-up. Fittings free from conspicuous abrasions, scratches, and chips.

Basins

Except by design, all fittings securely fixed with pipes hidden and free from obvious damage. All checked for normal operation, adequate water flow, availability of hot/cold. Note any pipe noise. Visibly aligned, level and plumb. Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks. Shower screens to be clean, and securely fixed with neat silicone sealant in place. Basin filled to overflow, free from movement and unusual noises. Drainage effective and free from gurgling or back-up. Fittings free from conspicuous abrasions, scratches, and chips. Plugs and chains operating correctly.

Taps & Controls

Except by design, all fittings securely fixed with pipes hidden and free from obvious damage. All checked for normal operation, adequate water flow, availability of hot/cold. Note any pipe noise. Visibly aligned. Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish. All wet joints visibly free from leaks. Securely fixed with neat seals in place. Fittings free from conspicuous abrasions, scratches, and chips. Plugs and chains operating correctly.

INTERNAL REQUIREMENTS

Sanitary Wear (Cont...)

Pedestals	Securely fixed with pipes hidden and free from obvious damage. Visibly aligned, level and plumb. Neat seals/sealant in place. Fittings free from conspicuous abrasions, scratches, and chips.
Toilets & Seats	Securely fixed with pipes hidden and free from obvious damage. Visibly aligned, level and plumb. Neat seals/sealant in place. Fittings free from conspicuous abrasions, scratches, and chips. Securely fitted toilet seat with functioning soft close where appropriate.
Shaving Points	Securely fixed and free from conspicuous abrasions, scratches, and chips. Visibly aligned, level and square. Neat seals/sealant in place. Evidence of power supply.
Towel Rails	Wet junctions, where accessible by design, with complete seals, having a consistent, compact, neat and tidy finish and free from obvious damage. All wet joints visibly free from leaks. Securely fixed and free from conspicuous abrasions, scratches, and chips. Visibly aligned, level and square. Finished decorations behind.

Services

Lights	Bulbs present and working. Lamps and switches flush, securely fixed, clean and level unless by design.
Sockets	Level and flush with wall and all sockets tested with plug tester.
Wiring	Neat and secure, where visible.
Consumer Unit	Level, clean and labelled with blanks in place with no obvious gaps.
Broadband/TV	Provision for broadband and/or communal TV where applicable.
Extractors	Operating when light switched on and ensure switched on at spur. Grilles flush and secure.
Taps	Operating, free from leaks, correctly installed, secure and hot & cold operation the right way round.
Heating	Operating and free from undue noise.
Boiler	Working, casing undamaged, pipework tidy and concealed, free from unusual noise, flue sealed and labelled with signature confirmation of correct installation.
Radiators	Operational, undamaged, level, finished decorations behind, free from leaks.

INTERNAL REQUIREMENTS

Services (Cont...)

Hot Water Tank	Free from leaks, installer signed label, working.
Cold Water Tank	Free from leaks, lid present, insulation present.
Smoke / Heat / CO2 Detectors	Present, power light on, check operation
Entryphone	Present where specified, power light on, check operation where possible
Security Alarm	Present if applicable, power light on check operation.
Doorbell	Present where specified, check operation

Appliances

Hob / Cooker	Check operation. Isolation switches correctly labelled where applicable.
Fridge / Freezer	Check operation. Isolation switches correctly labelled where applicable.
Dishwasher	Check operation and drains correctly. Isolation switches correctly labelled where applicable.
Washing Machine	Check operation, travel bar removed and drains correctly. Isolation switches correctly labelled where applicable.
Other <i>Please List</i>	Check operation.

ROOM BY ROOM INSPECTION [Delete/strikethrough those that do not apply]

Room	Comments/actions required to meet standard	Standard achieved
Communal Areas		
Hallway		
Living Room		
Dining Room		
Study		
Kitchen		
Utility		
Conservatory		
WC		
Main bedroom		

ROOM BY ROOM INSPECTION [Delete/strikethrough 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		

EXTERIOR REQUIREMENTS

External Element		Comments/actions required to meet standard
General		
Health & Safety	No open excavations, potholes, discarded materials or trip hazards on plot.	
Scaffolding	Removed from block.	
Roads & Footpaths	Base layer installed (minimum). Lit. No trip hazards.	
Tidiness	Review of general environment.	
Balconies		
	Clean. Railings securely fitted and with consistent finish.	
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, and straight on plan and in section. Bed joints straight horizontally and vertically, except by design.	
Floors	Reasonably level except by design. All spaces numbered.	
Security	Entrance security (if applicable) in place and operational.	
Roofs	If applicable. Uniform in texture, finish, colour, except by design.	
Doors	Operating, lockable, dent & scratch free with ironmongery / security chain intact. Frame secure and undamaged. Prevents water ingress at base & not fouling floor. Threshold seal on personnel doors if applicable	
Windows	Undamaged and with consistent, even finish. Reveals square with even heads and sills. Frames undistorted and plumb. Suitable seal around perimeter. Sill end caps present. Stone sills free from chips, abrasions, and stains	
Services	Where applicable, light fittings, switches and sockets should be clean, level and in working order. Any conduit should be level and clean. Exposed cables are to be clipped and level, giving a tidy finish	

EXTERIOR REQUIREMENTS

External Element		Comments/actions required to meet standard
Surfaces		
Paths & Driveways	Reasonably level even surface finish for texture and colour except by design. Appropriate drainage (away from property).	
Edgings & Kerbs	Free from tip hazards. Securely fixed and level according to design.	
Lawns	Free from dead areas and visible flooding. Free from rubbish and debris.	
Steps	Rises even and as design.	
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.	
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.	
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.	
Boundaries		
Fences	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.	
Walls	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.	
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.	

OTHER NOTES

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