

Master Builders Association of Victoria

Handover Kit



Master

Pre-Handover Checklist

The Pre-Handover Checklist needs to be completed jointly by all of the parties to the contract: the owner (or owners) and the builder (or his or her nominated representative). The purpose of the document is to ensure that all the parties examine the building project both internally and externally together, and that they jointly identify and record all matters which may require completion or rectification.

The clients are thus able to raise issues with the builder on all items that they feel come within the description "incomplete or defective materials or work supplied by the builder under the contract". The builder then has an opportunity to discuss these claims/requests with the owners and to express his or her contrary views whenever he or she is of the opinion that an item is outside the proper scope of that definition.

Any one of the parties who is unable to be present should authorise, in writing, a delegated person to act on his or her behalf. That delegated person must then participate in the joint inspection and sign the lists.

The purpose of the collaborative meeting is, ideally, to agree on the extent of work that the builder must still carry out before achieving completion. If there remain any item or items on which no agreement can be reached, those items should be marked accordingly on the list. All parties should be aware that the Building Commission and its staff, in collaboration with Consumer Affairs Victoria and the relevant building associations, have published an important document. It is titled "Guide to Standards and Tolerances 2007". Reference to this Guide may assist the parties in achieving agreed outcomes about some of the contested items.

The completed checklist must be copied, and each page of both sets signed and dated by all parties before leaving the inspection. As soon as practicable, the builder must provide the clients with a written advice of a realistic completion date for the whole of the agreed work on the list.

The builder acknowledges that he or she is not entitled to request, demand or to receive the final payment - or any part of the final payment - until that work has been satisfactorily completed. The client must acknowledge that upon such satisfactory completion there is no justification for delaying or failing to pay the builder any of the monies then outstanding under the building contract, including any outstanding monies relating to agreed variations.

Clients need to appreciate that any additional items to those on the list prepared and signed at the joint meeting should no longer be considered to be relevant to completion or an impediment to the builder's entitlement to be paid the final claim in full.

However, in so far as these items are defects falling within the builder's responsibility, the builder has a continuing legal and contractual obligation to rectify them as part of the warranty. In the event that a builder fails or refuses to comply with any of these obligations, home-owners have a number of avenues for obtaining advice, assistance and redress. These include the Building Advice and Conciliation service (BACV) of Consumer Affairs Victoria; advisory and complaints services within the Building Commission, as well as the various dispute resolution methods that are more generally available.

MASTER BUILDERS Pre-Handover Checklist

Job Number: _____ Inspection Date: _____

Client Name: _____

Job Address: _____

Clients Signature: _____ Date: _____

Supervisor: _____

Supervisors Signature: _____ Date: _____

Municipality: _____

INTERIOR		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Lounge	Dining	Kitchen	Family	Toilet	Bathroom	Ensuite	Laundry	Powder	Other																																																																																																																																																																																																																																																																																																																																																
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Notes: _____



INTERIOR		Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Lounge	Dining	Kitchen	Family	Toilet	Bathroom	Ensuite	Laundry	Powder	Other
Locks & Latches															
Cabinetry	Bench Tops														
	Surfaces														
	Scratches														
	Doors														
	Drawers														
Taps	Leaking														
Basin, Bath & Toilets	Chips														
	Scratches														
Wall Tiles	Tiles														
	Grout														
	Caulking														
	Bench Tops														
Shower Screens	Operation														
	Scratches														
	Leaking														
Floor Tiles	Tiles														
	Grout														
	Joins														
Other Floor Coverings															

Notes:

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EXTERIOR		
Taps	Leaking	
Waste Pipes	Leaking	
Stairs & Balustrading		
External Steps		
Landing Height		
Paving	Expansion Joints	
	Expansion Foam	
Brickwork	Plumb	
	Jointing	
	Mortar Strength	
	Scaffold Holes	
	Sills	
	Chips	
	Expansion Joints	
	Weep Holes	
	Subfloor Ventilation	
Render	Weepholes Clear	
Roof Tiles	Bedded	
	Pointed	
	Gutters Clean	
Site Clean & Back		
Fill to Slab		
Garage	Remote	
	Floor Clean	

Notes:

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ADDITIONAL NOTES:

A large rectangular area with horizontal dotted lines for writing notes.

TIMBER FLOORS

Five tips you need to know

Congratulations on your choice of timber flooring for you new home

There are some important factors you should understand about high quality Solid Timber Floors, using Hardwood Strip Flooring.

1. Timber is a natural product that behaves differently through the seasons.
Particularly Summer and winter.
2. All timber moves to some extent within itself according to the type of Fixing. 1mm gaps between some boards are not uncommon. Gaps that open during drier months often close during wetter months. The movement may be less in the colder seasons.
3. In choosing timber for your floors, you need to ensure that the floor YOU want is properly specified and stated in the specifications (e.g. species, width, profile, grade, fixing, finish, etc).
4. Timber floors can be sealed using a variety of finishes, each of which Has a different look and a different resistance to wear. These include natural, seal finishes, polishes, waxes, polyurethane's and many other finishes. Make sure the finish YOU want is specified.
5. Heating systems and/or fireplaces can cause localized drying and Consequent movement in timber floors. Similarly, direct sunlight through windows that are not covered can also cause movement. Protect your floor accordingly.

Here's a clause in contracts and specifications –

"The timber strip flooring we supply will be select/medium feature – standard/high feature grade. Installation will be as per manufacturer's instructions and to accepted trade practices. Timber is a natural product and flaws or cracks within and between boards may occur. Such movement is caused by many factors including seasonal changes, sunlight, heating/cooling appliances, applied floor finishes etc. While all care will be taken.....etc."

Look after your solid timber floor – it will repay you with long life!

For further information regarding the use of this important natural resource in floors, contact:

Timber Promotion Council Victoria: (03) 9662 3222

Timber Merchants Association Victoria: (03) 9875 5000