

Handover Evaluation Checklist

You can use this checklist to assess key areas of the house to ensure the contracted builder's obligations have been met and the final product meets the design. As each project will be different the checklist will not suit every situation so you should consider other aspects of evaluation that may be required for your project.

Item	Check	Notes
DESIGN		
Ensure the building is completed according to the design.	<input type="checkbox"/>	
Enquire about the way transformations can be done in future and what elements of the house are easier to modify than others.	<input type="checkbox"/>	
Receive a complete set of documentation from the builder and designers that includes as-built plans, specifications, supplier lists, equipment instructions, construction records, health and safety files, guarantees and warranties, energy work certificates, a supplier contact list and Code Compliance Certificate.	<input type="checkbox"/>	
BUILDING SYSTEMS		
Ensure all systems within the house are performing according to their expected standards. This is applicable to ordinary systems such as water pipes and electrical circuits, and also to alternative systems like solar energy or underfloor heating.	<input type="checkbox"/>	
Ask builders to demonstrate how the house's features and systems function so that you can operate them properly in future.	<input type="checkbox"/>	
Receive water and electricity meters from the builder after a final reading. New owners will be responsible for expenses from this moment onwards	<input type="checkbox"/>	
RESPONSIBILITIES		
Ensure mechanisms are in place to report any issues and for them to be dealt with speedily.	<input type="checkbox"/>	
Assume responsibility for insurance, security and maintenance once the house is formally accepted.	<input type="checkbox"/>	
COUNCIL		
Apply for a Code Compliance Certificate (CCC), an assurance that building work is completed and complies with the Building Consent.	<input type="checkbox"/>	