FREE QUEENSLAND HOMEOWNER RESOURCE

A closer look before handover.

Practical Completion Inspection Checklist

55 visual checks across 10 areas. Bring this booklet to your builder walkthrough, or use the online tool to track progress, add bedrooms and bathrooms, and export your observations.

Property / project _____

Walkthrough date _____

Builder / supervisor _____

How to use your checklist

Tick Reviewed after you have considered an item. It does not mean the work is compliant or defect-free.

Tick Concern for anything you want clarified or assessed. Use N/A only when an item does not apply; leave inaccessible work unreviewed.

Record the exact location, what you observed and a photo reference. Keep a wider location photo and a close-up on your phone.

Make extra copies of the bedroom and bathroom pages as needed. Send a dated list and relevant photos to your builder, and retain a copy.

Keep it safe. Keep it visual.

Arrange access with your builder. Do not use ladders, climb roofs, enter roof spaces, remove covers, test electrical installations, load-test barriers or flood-test wet areas. Ask the builder to demonstrate completed equipment. Stop if an area appears unsafe.

This resource does not assess hidden work, determine practical completion or payment obligations, or replace an independent inspection, building certification or specialist advice.

Open the interactive version

goinspect.com.au/practical-completion-inspection-checklist/

AREA 01 / 10

Before you arrive

A little preparation makes your walkthrough far more useful.

PREPARE-1 Plans, specifications and variations

Bring the latest agreed documents. Compare selected colours, fixtures, finishes and inclusions with what has been supplied. Record differences as questions until checked against the contract.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

PREPARE-2 Safe access and completed work

Arrange access with the builder. Ask for cleaning, lighting and safe access to completed areas. Mark inaccessible or unfinished checks as not checked, rather than assuming they are satisfactory.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

PREPARE-3 A consistent photo record

Charge your phone. For each concern, take a wider location photo and a close-up. Use a reference such as Kitchen K01. Photos are kept on your phone; this checklist does not upload them.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

PREPARE-4 Builder demonstration arranged

Ask the supervisor to demonstrate appliances, garage doors, hot water and other installed systems. Do not operate incomplete or unfamiliar equipment yourself.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

PREPARE-5 Your inspection timing

Coordinate an independent inspection while the work is substantially finished and before your builder walkthrough where possible. Allow time to read and discuss the findings.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Further notes / inaccessible areas

Visual observations only. Not a compliance or certification report.

AREA 02 / 10

Entry, living & hallways

Use these checks throughout the home, including each bedroom.

LIVING-1 Walls, ceilings and paint

Look in normal daylight and normal room lighting for missed paint, damage, patching, cracking or unfinished surfaces. Photograph what you see; appearance tolerances depend on the surface and viewing conditions.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LIVING-2 Skirting, architraves and cornices

Look for unfinished joints, damaged edges, paint contamination and obvious gaps. Note the exact wall and whether the issue repeats elsewhere.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LIVING-3 Flooring and transitions

Look for chips, scratches, lifted edges, unfinished trims and obvious changes in level. Walk normally in safe areas; do not lift flooring or attempt destructive testing.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LIVING-4 Doors, handles and stops

With permission, gently open and close completed doors. Note rubbing, latches that do not engage, loose handles, missing stops or visible damage. Do not force a stiff door.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LIVING-5 Windows, sliders and glass

From floor level, inspect accessible glass and frames for damage and check normal operation where permitted. Record stiff movement, damaged seals or incomplete finishes. Do not lean out or alter window restrictors.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LIVING-6 Stairs, handrails and barriers

From safe standing positions, look for missing parts, damage and unfinished edges. Do not shake, climb or load-test barriers. Have safety or dimensional concerns assessed professionally.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Visual observations only. Not a compliance or certification report.

AREA 03 / 10

Bedroom 1

Add another bedroom below to keep each room’s findings separate.

Room name / number: _____

BEDROOM-1 Paint, trim and floor finishes

Repeat the general finish checks in this room. Look behind an open door and along visible edges. Note the wall or corner so the builder can find the concern.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BEDROOM-2 Bedroom door and window

Gently check permitted normal operation. Record rubbing, poor latching, damaged glass or missing hardware without forcing or dismantling anything.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BEDROOM-3 Wardrobe doors and tracks

Open completed doors normally. Look for rubbing, damaged mirror edges and unfinished tracks. Do not remove doors or test their load capacity.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BEDROOM-4 Shelves, rails and storage inclusions

Compare the visible shelves, hanging rails and fittings with your selections. Record missing parts or visibly loose fixings; do not hang from or load-test them.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BEDROOM-5 Power, lighting and ventilation positions

Visually compare visible outlets, lights, vents and controls with the agreed plans. Ask for a demonstration. Outlet testing and electrical safety verification belong to a licensed electrician.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Further notes / inaccessible areas

Visual observations only. Not a compliance or certification report.

AREA 04 / 10

Kitchen & pantry

Check the details that are easy to overlook before move-in.

KITCHEN-1 Cabinet fronts, doors and drawers

Operate normally with permission. Look for damaged edges, rubbing, misalignment and missing handles. Check visible internal surfaces without removing drawers or panels.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

KITCHEN-2 Benchtops and splashbacks

Look for chips, scratches, unfinished edges and visible gaps at junctions. Record the location rather than assuming every joint requires the same sealant or treatment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

KITCHEN-3 Sink, tap and visible plumbing

Ask for a normal-use demonstration. Look for drips, water staining or moisture at visible connections. Do not crawl into confined spaces, disconnect pipes or touch hot water.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

KITCHEN-4 Appliances and rangehood

Confirm the agreed models are present. Ask the builder to demonstrate operation and explain extraction arrangements. A running fan does not prove adequate ducting or airflow.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

KITCHEN-5 Pantry, fittings and completion

Check specified shelves, bins, kickboards and accessible trims are present and finished. Look for debris, exposed sharp edges or unfinished penetrations.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

KITCHEN-6 Visible wet junctions

Look for obvious gaps, damage or unfinished seals around the sink and adjoining finishes. Surface appearance cannot confirm concealed waterproofing or installation compliance.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Visual observations only. Not a compliance or certification report.

AREA 05 / 10

Bathroom / ensuite 1

Repeat for each wet area. Surface checks cannot verify concealed waterproofing.

Room name / number: _____

BATHROOM-1 Tiles, grout and edges

Look for chipped tiles, missing grout, obvious unevenness, incomplete edges and staining. Record each location separately, even when the same issue occurs more than once.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BATHROOM-2 Silicone and visible junctions

Look for obvious breaks, incomplete seals and damaged sealant at visible wet-area junctions. Do not probe or remove seals. An intact surface does not establish waterproofing compliance.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BATHROOM-3 Shower screen, mirror and fittings

Look for damage and incomplete fixings. Ask for a normal-use demonstration of the screen. Do not force doors, lean on screens or load-test towel rails.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BATHROOM-4 Taps, toilet, bath and vanity

Ask the builder to demonstrate completed fixtures. Observe visible drips, staining, unusual movement or incomplete work. Keep clear of hot water and do not dismantle anything.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BATHROOM-5 Drainage observations

Record any water already ponding during ordinary use, visible blocked wastes or odours. Do not flood-test rooms, plug wastes or perform hose tests. Drainage falls and waterproofing need professional assessment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

BATHROOM-6 Ventilation and privacy

Ask for a demonstration of installed exhaust fans. Check visible grilles, door hardware and specified privacy fittings. Noise alone does not establish that exhaust air reaches outside.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

AREA 06 / 10

Laundry

Small leaks and unfinished details can be easy to miss.

LAUNDRY-1 Tub, tapware and visible connections

Ask for a normal-use demonstration and look for accessible drips or moisture. Check visible finishes and damage without moving equipment or disconnecting services.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LAUNDRY-2 Tiles, grout and visible seals

Look for damaged tiles, incomplete grout and obvious gaps in visible finished junctions. Record concerns without treating the surface check as waterproofing certification.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LAUNDRY-3 Cabinetry and appliance spaces

Compare the cabinetry, benchtop and visible appliance spaces with your plans. Look for unfinished edges or missing fittings. Do not connect appliances or test services yourself.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LAUNDRY-4 Doors and accessible flooring

Check normal permitted door operation and visible flooring edges. Note rubbing doors, unfinished trims or damage, especially at the garage connection.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

LAUNDRY-5 Ventilation and completion

Confirm agreed ventilation provisions and fittings are visible and finished. Ask the builder to explain dryer venting and any maintenance requirements.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Further notes / inaccessible areas

Visual observations only. Not a compliance or certification report.

AREA 07 / 10

Services & safety questions

Ask for demonstrations and evidence. Leave specialist testing to qualified people.

SERVICES-1 Electrical fittings and demonstration

Visually note missing covers, damaged fittings or positions that differ from plans. Do not touch exposed wiring, open switchboards, remove covers or use electrical test tools. Ask a licensed electrician to assess concerns.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

SERVICES-2 Smoke alarms

Note visible alarms and request the installer's demonstration and relevant documentation. Do not climb to reach them or assume that their appearance proves correct location, interconnection or compliance.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

SERVICES-3 Air conditioning and exhaust

Ask the builder to demonstrate normal controls and explain operation. Look for visible damage or moisture. Performance, refrigerant work and concealed ducting need specialist assessment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

SERVICES-4 Hot water and plumbing

Ask for a demonstration and instructions. Note visible moisture or damage from a safe position. Do not operate relief valves, adjust temperature controls or interfere with gas equipment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

SERVICES-5 Safety concern raised immediately

If you see exposed wiring, a missing barrier, unstable work or another apparent danger, stop that check, keep clear and notify the supervisor. Do not attempt a repair or use this list to decide the area is safe.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Further notes / inaccessible areas

Visual observations only. Not a compliance or certification report.

AREA 08 / 10

Garage & covered outdoor areas

Normal operation only, with the builder’s permission and clear access.

GARAGE-1 Garage door demonstration

Ask the builder to demonstrate the completed door and its safety features with everyone clear. Do not place objects or body parts in its path, test springs or adjust tension.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

GARAGE-2 Door seals, tracks and finishes

From a safe standing position, look for obvious damage, unfinished edges or visible gaps. Weather protection depends on the door design and site; do not infer compliance from a visual gap alone.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

GARAGE-3 Garage floor and internal access

Look for visible cracking, damage, unfinished edges or trip hazards. Record observations and the location. Do not assume a visible crack establishes structural failure.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

GARAGE-4 Balcony or patio finishes

From safely accessible areas, check visible flooring, grout, screens and completed fixtures. Do not climb barriers or test loads. Record visible ponding without undertaking a hose test.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

GARAGE-5 Visible handrails and balustrades

Note missing components, damage or obviously unfinished work. Barrier heights, openings, fixings and structural adequacy require appropriate professional assessment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Further notes / inaccessible areas

Visual observations only. Not a compliance or certification report.

AREA 09 / 10

Exterior & grounds

Stay on the ground and within areas the builder says are safe to access.

EXTERIOR-1 Brickwork, cladding and render

Look for visible damage, incomplete joints, missing mortar and unfinished penetrations. Note the elevation and a nearby feature for each concern.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

EXTERIOR-2 Roofline, gutters and downpipes

Observe only from ground level. Note obvious damage, disconnected downpipes or incomplete work. Never climb onto the roof or use ladders; hidden roof and flashing details need a separately agreed inspection scope.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

EXTERIOR-3 External doors and visible seals

Look for visible gaps, damage and unfinished junctions. Ask about any signs of water entry. Do not hose windows or remove flashings to investigate.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

EXTERIOR-4 Driveway, paths and steps

Look for damage, incomplete edges and obvious trip hazards. Record concerns with photos. Surface appearance alone does not establish acceptable falls, slip resistance or structural performance.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

EXTERIOR-5 Drainage and ground levels

Note visible ponding, blocked grates or soil/debris against the home. Photograph the conditions and ask the builder to explain drainage. Do not dig, flood the site or obstruct outlets.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

EXTERIOR-6 Fences, gates and agreed landscaping

Compare completed work with the agreed scope. Operate permitted gates normally and note missing or damaged components. Pool barriers require specialist verification; do not use this list as a pool safety assessment.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Visual observations only. Not a compliance or certification report.

AREA 10 / 10

Handover documents & next steps

Turn your observations into a clear, dated record.

DOCUMENTS-1 Outstanding work recorded in writing

Give each concern a location, description and photo reference. Review the list with the builder, record agreement or disagreement accurately and keep a dated copy.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

DOCUMENTS-2 Rectification plan requested

Ask who will address each item and the proposed date. Keep access arrangements and follow-up correspondence in writing. This checklist does not determine whether practical completion has legally occurred.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

DOCUMENTS-3 Relevant certification requested

Ask the builder or building certifier which final inspection, occupancy and trade documents apply to your building and obtain copies. A builder’s practical completion document is different from regulatory certification.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

DOCUMENTS-4 Manuals, warranties and maintenance

Collect appliance manuals, product warranties, care instructions and relevant service records. Ask about sealant, drainage, termite-management and equipment maintenance without disturbing installations.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

DOCUMENTS-5 Keys, remotes and access devices

Confirm the agreed keys, remotes and access devices are supplied and explained. Do not record alarm codes, passwords or other sensitive access details in this checklist.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

DOCUMENTS-6 Follow-up and future defects

Retain your photos and list, and revisit the agreed rectification items. Report later concerns promptly. Contract, complaint and insurance time limits differ; seek current QBCC guidance or advice rather than assuming a single deadline.

☐ Reviewed ☐ Concern ☐ N/A

Location / photo / note:

Visual observations only. Not a compliance or certification report.

KEEP A CLEAR, DATED RECORD

Your concerns & next steps.

Use a separate row for each location. Attach photos using the same reference. Record the builder's response accurately; do not label an observation a confirmed compliance failure without appropriate assessment.

01 Location / item reference: _____

Observation / photo reference: _____

Builder response / proposed action: _____

Proposed date / follow-up: _____

02 Location / item reference: _____

Observation / photo reference: _____

Builder response / proposed action: _____

Proposed date / follow-up: _____

03 Location / item reference: _____

Observation / photo reference: _____

Builder response / proposed action: _____

Proposed date / follow-up: _____

04 Location / item reference: _____

Observation / photo reference: _____

Builder response / proposed action: _____

Proposed date / follow-up: _____

Need independent eyes?

Book a handover / PCI inspection for clear photographic findings across Brisbane, Gold Coast, Logan, Ipswich, Redland Bay and surrounding areas.

goinspect.com.au/quotes-bookings/

Visual observations only. Not a compliance or certification report.