

SAMPLE REPORT

BUILDING INSPECTION REPORT - COMPLETION STAGE



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JOB NO: 212 ----

ON: Residence

AT: *No Street*

FOR: *Mr*

DATE OF INSPECTION:

WEATHER CONDITIONS: Overcast; fine

ASSUMED DIRECTIONS: Front door faces south



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Client Brief

We are instructed to prepare a report which comments on whether any maintenance items or building defects exist which can reasonably be expected to be the responsibility of the Builder (Note: engagement is confined to that of a Building Consultant and does not constitute engagement of a Building Surveyor carrying out functions/mandatory inspections required under the Building Act, 1993). The items which are to be addressed in Schedules One and Two to this report are to be such matters which we believe are the responsibility of the Builder to attend.

We Report as follows:

The building was inspected on the above dates and discussions were held mainly with the proprietors.

We have prepared a listing of our comments in relation to this matter, and these are attached as follows:

Schedule One:	Summary of Comments, Maintenance Items and Building Defects
Schedule Two:	Confirmation/Further Information Required From Builder

Conditions

The general scope and conditions of the report are contained in Appendix A.

Documents

In preparing this report we have referred to that contract documentation made available on a casual basis, where necessary - we note this report should not be seen as a certification that the building has been constructed in accordance with all the contract documents. Rather it is an appraisal which relates the standard of construction to the Building Regulations, relevant Australian Standards, material manufacturers recommendations and acceptable construction practice. For example, building frame, room dimensions, boundary setbacks etc. have not been checked. The documents referred to in the above manner are listed in Appendix B.

Access

Limited access only was available to the roof spaces and access was not made to upper roof. Upper level walling viewed from access points or ground level.

Summary

The results of this report have been detailed in the attached Schedules and we advise that the building has been basically well constructed, but matters noted do require attention as discussed.

Of particular concern, we note:-

- Tiled roof above short section of east facing wall has not been flashed – will leak.
- Insulation is inadequate – roof spaces.
- Omitted articulation joint – west elevation.

Furthermore we note the works are considered incomplete insofar as Completion Stage is concerned, as provided for in the Contract and under the Domestic Building Contracts Act.

If the reader of this report has any queries in relation to it then please do not hesitate to contact the writer.

David Gairns
B.Bldg (Hons.), M.Bldg. Sc., FAIB, MASBC
Chartered Building Professional

Inspecting Consultant OH&S Use Only

- 1 I have checked the site/building prior inspection and have taken measures to control OH&S hazards.
- 2 I have referred to, or have sufficient knowledge of, **JSA 2** and have followed its requirements.

SCHEDULE ONE: SUMMARY OF COMMENTS, MAINTENANCE ITEMS AND BUILDING DEFECTS

In the following we provide a summary of incomplete works, maintenance items/building defects.

1.1 Incomplete Works

At time of our inspection, a number of matters were incomplete. Examples of these are:-

- Tiled roof above short section of east facing wall has not been flashed.
- Insulation is incomplete – roof spaces.

INTERNAL

FIRST FLOOR

1.2 Roof Space

In the roof space we note the following:-

First Floor

- 1.2.1 Insulation has not been installed to a number of areas to the east. Upon completion Builder to provide Insulation Certificate.
- 1.2.2 Elsewhere the insulation is quite loose between trusses and appears too small for the spacing - 430mm used in 600mm spacing.
- 1.2.3 Roof tile fixing not checked – tiles down very tight and no viewing access was available. Normally okay.
- 1.2.4 Good services access available, unlike many other roof spaces.
- 1.2.5 Builder to remove minor debris including small piece of copper pipe, ring bolt, plastic etc.

Ground Floor – to North

- 1.2.6 Again 430mm insulation batts have been used in many locations rather than for 600mm spacing.
- 1.2.7 Insulation is generally in some disarray with areas not insulated, bags not used etc.
- 1.2.8 Builder to remove minor debris including disused bags, pieces of timber, duct tape etc.
- 1.2.9 While some limited back-blocking to plaster joints has been done to the upper roof space, a number of areas checked to lower roof space showed no back-blocking.

1.3 Bedroom Three (north east corner)

- 1.3.1 Door margins to entry unacceptable – compare left with right.
- 1.3.2 Attend jag to ceiling approximately 500mm from east light.
- 1.3.3 Door margins to double robe doors unacceptable – mainly central margin compared with tight right-hand margin.
- 1.3.4 Paint thin to rear wall of robe particularly under bottom shelf.
- 1.3.5 On the second inspection day the clear finish to the floor to this room appeared to be finished in a higher gloss level than elsewhere to this

first floor. The room may have been refinished after previous works? To confirm the finish we recommend this be checked under different light conditions, and if higher gloss level is confirmed, the floor will need a light sand and clear finish.

Bedroom Two

- 1.3.6 Adjust door margins to entry door.
- 1.3.7 Wide margin between robe doors – compare for instance with left margin door of pair of doors.
- 1.3.8 Attend obvious paint run to robe boxing above diagonal wall of shelf unit.
- 1.3.9 Roof space door and architrave have been painted out in wall paint – will mark easily and should be painted same as other door and architrave paint finish.

1.4 Bedroom One

- 1.4.1 Bottom bolt to double entry doors will not fully seat and prevents swing leaf being closed.
- 1.4.2 Swing leaf will not latch.
- 1.4.3 Paint out keeps to entry doors to room – comment applies throughout residence.
- 1.4.4 Entry door margins unacceptable – compare centre margin at top with left margin and also top of left leaf with top of right leaf etc.
- 1.4.5 There is minor marking to the sill area of western window and reveal paintwork is thin to top left. Attend paint blemish adjacent southern architrave to same.

Walk In Robe

No comment.

Ensuite

- 1.4.6 Complete drawer faces to vanity.
- 1.4.7 Entry door to room will not latch.
- 1.4.8 Entry door margins inconsistent.
- 1.4.9 Mirror not sealed where abutting wall tiling above vanity.
- 1.4.10 Remove stickers from inside cupboards and pencil marks behind bidet.
- 1.4.11 Door margins very inconsistent to linen door and poor handle inappropriate – shows grub-screw.
- 1.4.12 Remove paint run at base of entry door architrave.
- 1.4.13 During inspection water was noticed under the taps to the bidet although not noted to be leaking during water testing of the bidet itself – monitor.
- 1.4.14 Shower arm not vertical – adjust.
- 1.4.15 There is a noticeable step in the wall tiling to the west wall which is very visible from the outside (below knee level). A lesser lip also exists three tiles above. Similar but lesser problems exist inside the shower such as the wall containing taps.
- 1.4.16 Attend scrappy finish to ceiling where mirror and shower tiles butt.
- 1.4.17 Painting is incomplete to small strip adjacent wall tiling at linen door.
- 1.4.18 Painting is rough and incomplete at the bottom shelf inside the linen – both sides of door.

- 1.4.19 Stopping to shelves to linen shows poorly and shelf supports painted out in wall colour with paint thin for instance to various shelf supports facing into room.
- 1.4.20 Pan has not been adequately sealed to floor tiles.
- 1.4.21 Towel rail loose.
- 1.4.22 Clean shower base.

1.5 Bathroom

- 1.5.1 Seal under mirror at wall tiles to vanity.
- 1.5.2 Remove pencil marks to wall tiles at vanity.
- 1.5.3 Clean pencil marks inside vanity and remove sticker.
- 1.5.4 Shower base has been damaged to LH upstand/cove area and poorly repaired. After attending this damage, clean shower base.
- 1.5.5 Flexible arm to bath is leaking at spout connection and at spray handle to hose connection. Switch between spout and spray arm does not appear to be sealing properly.
- 1.5.6 Wall paint thin between entry and linen architraves, remove dobs of paint on and below hinges to linen and under architrave to linen.
- 1.5.7 Fixings to linen jambs show above top hinge.
- 1.5.8 Quality of timber selected to four shelf supports to linen shelves is not good. See particularly bottom three shelves. Fixings to linen shelves show. Walling above linen shelves are somewhat scrappy.
- 1.5.9 Margins to linen door inconsistent as are margins to entry door.
- 1.5.10 Pan not sealed to floor tiles.
- 1.5.11 Privacy bolt to entry door sometimes hits keep plate.
- 1.5.12 Gap fill junction between wall under triple light-switch and vanity.
- 1.5.13 There have apparently been repairs around the light switch. The paint finish around the switch shows as a higher gloss level.

1.6 First Floor Passage

- 1.6.1 Interior lining to linen chute is not melamine as shown on Plan.
- 1.6.2 While lid to laundry chute is melamine lined, the edges do not have melamine edge strips – looks crude. Remove paint from hinges to same.
- 1.6.3 Laundry chute cupboard has a small hole in the timber adjacent to the architrave.
- 1.6.4 Small section of skirting inside linen cupboard runs off-line but given location, we recommend acceptance.
- 1.6.5 Linen door appears to be set skew, compare top of latch jamb with bottom. Door margins to laundry chute door also unacceptable – compare left with right and right with top.
- 1.6.6 Roof space ladder and architrave have been painted out in ceiling paint – should be painted same as other door in architrave joinery. Will mark easily.
- 1.6.7 South linen door margins are unacceptable.
- 1.6.8 There is a small gap in the timber floor at the bottom of the architrave to Bed 3 door – fill.

1.7 Stair & Stairwell

- 1.7.1 Floor boarding at top of stairs (first floor level) is quite marked for the first 4-5 boards – not clean like elsewhere.
- 1.7.2 There is a ridge in the plaster surface about knee level above landing – west wall.
- 1.7.3 Upper handrail has been set at approximately 800mm above nosing whereas lower handrail is set at about 865mm above nosing which is correct.
- 1.7.4 Second step above ground floor is heavily contaminated in surface of timber.
- 1.7.5 There is a patch in the wall which is obvious above the step below the landing and there is a ridge in the north wall above lower flight visible of the top step below landing.

GROUND FLOOR

1.8 Kitchen

- 1.8.1 Attend separation between bulkhead and wall above fridge space.
- 1.8.2 Clean pencil marks and marking from pantry shelves – lower and upper.
- 1.8.3 Kickboard in pantry is poorly finished at right-hand side where abutting skirting.
- 1.8.4 Clean up scrappy finish between upper back cupboard on wall of pantry and gap seal junction.
- 1.8.5 Adjust cupboard doors above cook top – doors bind on each other.
- 1.8.6 Attend minor leak to waste under sink and close off hole for dishwasher pipes through shelf under sink.
- 1.8.7 Attend scrappy finish to wall to east of island bench and where abutting wall tiling. Rough surface and incomplete at bench level.
- 1.8.8 Seat pins to flyscreens – looks incomplete.
- 1.8.9 Check if dishwasher selected will recess further – protrudes beyond face of bench. There may however be an incompatibility between bench width and dishwasher – not investigated by writer.
- 1.8.10 Remove 'x' from kickboard adjacent dishwasher.

Eating

- 1.8.11 Clean up edge of island joinery where abutting east wall and attend rough painting adjacent east door/architrave near phone point.
- 1.8.12 Wall shows blemishes adjacent triple switch as does skirting directly under.
- 1.8.13 Attend poorly filled hole to head of external door frame to east and thin paint to same.
- 1.8.14 Edge of swinging door leaf to east very rough – hinge side. Sand and paint.
- 1.8.15 Damage exists to base of south flyscreen to same window/door – attend. Again flyscreen pins are incomplete.
- 1.8.16 Attend scrappy finish at base of cornice over north door/window – west end.
- 1.8.17 Hinge edge of north door rough – sand and paint.

- 1.8.18 Glass is scratched when viewed as per requirements of BCC Standards & Tolerances Clause 14 to following locations: north wall, right hand fixed pane; east wall, both LH and RH fixed panes.

1.9 Northern Living Room

- 1.9.1 Attend bottom of west flyscreen – minor damage.
- 1.9.2 Door to passage rattles.
- 1.9.3 Glass is scratched when viewed as per requirements of BCC Standards & Tolerances Clause 14 to following location: north wall, central fixed pane.
- 1.9.4 At the junction where strip flooring abuts floor tiling, a section of a board edge has split off.

1.10 Lounge

- 1.10.1 Door margins vary – compare centre with hinge margins.
- 1.10.2 There is considerable water on the window sill and floor adjacent. Is the window leaking or left open? Sill is also stained suggesting this more likely to be a window leak.
- 1.10.3 Floor directly under window shows a half circular mark and rough finish.

1.11 Laundry

- 1.11.1 Small area of plaster showing between external door architrave and cupboard door is unpainted, difficult to paint and architraves taper markedly at top. Suggest this be covered by a moulding.
- 1.11.2 Trough sits up badly near window – will leak.
- 1.11.3 Gap seal junction of trough wall to cupboard near inner door and plaster wall.
- 1.11.4 Floor finish inside laundry chute cupboard should continue to rear – crude at present with piece of bottom plate and infill of concrete. Refer comments above in relation to lining of laundry chute (should be melamine) and generally this has been finished very roughly in visible areas with stud work showing etc. – very crude.
- 1.11.5 Clean pencil marks and stickers from west cupboard to north.
- 1.11.6 Door margins to both cupboard doors are very inconsistent – north pair of cupboards.
- 1.11.7 Clean up edge of external doorsill exposed to interior – scrappy finish.

1.12 Powder

- 1.12.1 Pan not sealed to floor tiles.
- 1.12.2 Entry door not latched.
- 1.12.3 Attend scrappy finish above north jamb to small section of wall above window.
- 1.12.4 Ceiling above shower arm wall is rough in a few locations.

1.13 Study

- 1.13.1 Entry door will not latch on fixed leaf.
- 1.13.2 Door margins inconsistent to robe doors.

- 1.13.3 There is obvious patching to plaster just above skirting level at area of door buffer to cupboard.
- 1.13.4 Touch up minor opening to skirting mitres.
- 1.13.5 Adjustable shelves have been cut leaving almost all shelves with quite obvious chipping at their edges.
- 1.13.6 Both passage doors should be repainted – yellow section at base of RH leaf, small areas missed, .some thin arrises, etc.

1.14 Entry and Passage

- 1.14.1 Exposed bottom edge and top of front door not painted.
- 1.14.2 Glass is scratched when viewed as per requirements of BCC Standards & Tolerances Clause 14 to following location: RH fixed pane.
- 1.14.3 Fill small gap to floor at right architrave to entry door.

1.15 Garage

- 1.15.1 Outer door to cupboard slides stiffly – check.
- 1.15.2 Rear of beam over tilt-a-door requires cleaning or painting.
- 1.15.3 Close hole above east window – south.
- 1.15.4 Brickwork poorly cleaned particularly to south-east.
- 1.15.5 Slab has a few surface chips – patch. Slab poorly cleaned and unless able to be removed would suggest this be painted, if acceptable to proprietors.
- 1.15.6 Rear of tilt panel door has been patch painted.
- 1.15.7 Clean up gross mortar at shelf supporting garage lintel door beam, east end.
- 1.15.8 Garage pedestrian door not painted at top or bottom.

EXTERNAL

1.16 East Elevation

- 1.16.1 Seal around meter box.
- 1.16.2 25mm gap between side gate and wall plate is too large.
- 1.16.3 There are no sill flaps to the two aluminium windows to the garage or similar protection of the sill gap. See for instance sill flap exists similar to laundry window (although poorly fitted).
- 1.16.4 Paint lintel to garage door – appear to be painted elsewhere.
- 1.16.5 Improve appearance of sill flap to laundry window – very uneven.
- 1.16.6 Brick cleaning to brick on edge sill poor to kitchen windows.
- 1.16.7 Waste pipe located on kitchen wall is presumably intended to pick up water from the tap – misses it completely. A small tundish at the top of the waste may be appropriate?

1.17 South Elevation (Front)

- 1.17.1 Clean brick on edge sill to window to west.
- 1.17.2 Brickwork not well cleaned to west of front porch near sidelight windows and in some locations above front entry door lintel and quad.
- 1.17.3 While widespread patching of mortar joints is not recommended due to inevitable colour matching problems, we would recommend a couple of joints to the west entry wall and one upper joint to the east, be raked

out and pointed as they are either poorly filled or rough. A similar comment applies to a silicone filled joint behind the east circular column and to the wall facing the west circular column.

- 1.17.4 Brickwork also requires cleaning to an area of first floor immediately east of the central rendered feature – grubby. Also clean adjacent to south-east corner, first floor.
- 1.17.5 Two steps to front porch not constructed. Refer Plan and Elevations. Variation (no charge?) required.

1.18 West Elevation

- 1.18.1 Waste pipe at hose tap to north of elevation is presumably intended to pick up water from the tap – misses it completely. A small tundish at the top of the waste may be appropriate?
- 1.18.2 Brick on edge sill to lounge window has been poorly laid – set skew.
- 1.18.3 A very ugly bed joint exists under the first floor window to north – rough mortar, rather than cut-brick.
- 1.18.4 Articulation joint at step in wall from single storey/two storey has been omitted – shown on Plan.

1.19 North Elevation

- 1.19.1 No comment.

1.20 Site & Building Surrounds

- 1.20.1 Remove building materials from rear.
- 1.20.2 Remove timber plates from inside grated pit to west of drive.
- 1.20.3 Grated pit surround concrete is rough, but more importantly needs a finished concrete edge to perimeter of grate to allow landscaping to be finished to. Suggest about 75 to 100mm wide..
- 1.20.4 Check front stormwater drain pipe near orange PVC conduit & junction box – stormwater drain holds water. Why it is not draining?
- 1.20.5 Uncertain function of vertical PVC pipe near water meter – Builder to advise what this is supposed to be doing, if not known to proprietor. Similar pipes exists to the rear.
- 1.20.6 Black water supply pipes are exposed near the hose pipe – these are vulnerable to damage being at the ground surface.

1.21 Roof & Roof Plumbing

- 1.21.1 Upper roof not inspected – viewed from ground only. No comment.
- 1.21.2 Inspection items commence at front elevation, run east, north then west.
- 1.21.3 Small box gutter in roof over front porch holds 15mm of water and grades in wrong direction. Water held is excessive.
- 1.21.4 Rainwater head to south-east corner has no overflow cut in it. Clean front box gutter to same – minor debris.
- 1.21.5 Window over garage roof has no sill gap. Compare with window to immediate south which has adequate sill gap.
- 1.21.6 Clean garage box gutter of minor debris.
- 1.21.7 Roof over kitchen has not been flashed against east facing brick wall – will leak.
- 1.21.8 Paper tape protecting roof from acrylic render to north facing wall has not been removed and should be.

- 1.21.9 Fix and seal gap where capping to end of parapet to kitchen wall – abutting side of gutter.
- 1.21.10 Generally, clean eaves gutter – minor debris.
- 1.21.11 At west of rear tiled roof below first floor caulked joint abutting brickwork, seal small gap at soaker flashing.

SCHEDULE TWO:**CONFIRMATION / FURTHER INFORMATION
REQUIRED FROM THE BUILDER**

2.1 Maintenance of Footing System – Advice to Proprietors

Where the footing system (slab or strip footings) has been designed by the builder's engineer following builder's investigation of the foundations, it is incumbent on the builder to provide advice to proprietors as to how to properly maintain the surrounding soils when the building is occupied – builder to provide such advice in writing to proprietors.

2.2 Termite Areas

If this is a termite area (we note such would be endorsed on the Building Permit (proprietor to check with relevant Building Surveyor or refer Building Permit)) then the builder should provide written evidence of termite protection having been undertaken, pursuant to the requirements of AS3660-Part 1 1995, and relevant Termite Protection Notice affixed as required by the Code.

2.3 Operating Instructions

The Operating Instructions (manuals or pamphlets supplied by manufacturers) for all appliances and equipment are recommended to be provided by the Builder prior to or at handover.

2.4 Certificates

Builder to provide:-

- Mandatory inspection letters or certificates (if any in Builder's possession)
- Occupancy Permit (new residence)
- Electrical Inspection Certificate.
- Plumbing Inspection Certificate.
- Insulation certificate

APPENDIX A: BUILDING INSPECTION REPORT CONDITIONS - GENERAL

1. **Weather Conditions**

The building has been inspected on the date and in the prevailing weather and environmental conditions specified in this report.
2. **Client Brief**

The report describes the condition of those elements of the property described in the client brief, and lists faults then visible.
3. **Report Exclusions:**
 - (a) faults in inaccessible parts of the building,
 - (b) faults not apparent on visual inspection,
 - (c) faults apparent only in different weather or environmental conditions,
 - (d) faults resulting from different uses of the building,
 - (e) minor faults (eg. hairline plaster cracks, jamming doors, windows and catches, etc.).
 - (f) faults outside the scope of the client brief.
4. **Unless Otherwise Specified:**
 - (a) no soil, etc., has been excavated nor has any investigation of sub ground drainage been made,
 - (b) no plants or trees have been removed,
 - (c) no fixtures, fittings, cladding or lining materials have been removed,
 - (d) no items of furniture or chattels have been moved,
 - (e) no enquiries of Councils or other Authorities or persons have been made for the purposes of inspecting the building and providing this report.
5. **Sole Use of Client**

The report is provided solely for the use of the clients named on the face of this report and no responsibility to other persons is accepted.
6. **Insect Attack, Asbestos and Soil Contamination**

No special investigation of insect attack (eg. borer, termite, etc.) asbestos or soil contamination has been made and any reference to these has been based on a casual visual inspection.
7. **VCAT Suitability**

Unless this report is designated on the front page 'For Presentation to VCAT', then the scope of this report excludes the necessary enquiries and costings, etc as required by Practice Note VCAT 2.
8. **Preliminary Items**

In the event that an item cannot be fully investigated because of constraints or a lack of documentation, etc, then such item(s) will be denoted preliminary. Such items will require further investigation prior to a Hearing.
9. **Report Costings (where provided)**
 - (a) New Building Work
 - (i) If costings are preliminary these are a single figure total or range for all works, indicative only (say plus or minus 30%). These costings are NOT suitable for Hearing use.
 - (ii) If detailed costings are prepared, these are handwritten and do not appear in our report apart from a summary total in dollars per report item. In the event of the matter proceeding to a Hearing, our detailed handwritten costings will be made available then.
 - (b) Maintenance of Old Buildings

Cost estimates provided in Maintenance and Commercial Pre-Purchase Reports are very approximate only (ball park). We strongly recommend quotations be sought.
10. **Frame Inspection**

Unless our engagement is a specific inspection at the Frame Stage, then the frame has NOT been inspected.
11. **Report Reproduction**

If this report is reproduced, it must be done in full.
12. **Measurements**

Unless noted measurements up to 8m are taken by a steel pocket tape with an accuracy of ± 2 mm. No check has been made in relation to title boundaries or easements.
13. **Engineering Reports**

Engineer's reports are undertaken by or authorised by a qualified professional engineer. Professional opinion and appraisal of the building will have an emphasis on major concerns such as structural integrity (minor defects not necessarily covered). Engineer's reports do not normally include site testing of drains/plumbing or any laboratory tests. If plumbing leaks, drainage or flooding problems are suspected, the client should engage a plumber and contact their building insurance company if relevant.
14. **Appliances, Plant and Equipment**

Unless noted otherwise, we have NOT tested nor checked for appropriateness, capacity, completeness, functioning, correct installation or plumbing/electrical certification of appliances, plant and equipment and associated services (wiring/gas/electricity/water supply). An appropriately qualified engineer or appliance service company should be engaged to check these items.
15. **Floor and building element heights, floor levels and wall verticality**

Unless specifically noted no instruments have been used to determine the above. Defects in the above which are visually significant, are reported. In many cases the full extent, locations, magnitude and variability of any significant problem will require further, detailed investigation.
16. **Fee Recovery and Dispute Resolution**

In the event of a dispute arising between BSS and its client regarding fees or other matters, it is agreed that the proper forum for dispute resolution is the Civil Claims List of VCAT.

APPENDIX B: DOCUMENTS

The following documents were made available to the writer.

- B.1 Project Specification, A0-A3.
- B.2 Architectural Drawings, prepared by -----, being Sheets A01 to A26 (stamped, and signed by Builder and Client).

Dear

Re: Job No.
Property:
Final Building Inspection Report re Residence

Thank you for instructing us to act as building consultants for you in respect to the above matter. We now enclose our report on your home, and we recommend that this be forwarded to the Builder immediately by Registered Mail/Return Receipt. A covering letter should be added requesting the builder to attend Schedule One and Two items within a reasonable time – normally, say 2 weeks but before final payment (assuming the last has not yet occurred) – refer sample letter herewith and comments below under Defects Liability Period. Note that if any works are incomplete final payment should not be made until these are completed (see also below under “Claims Advice”). You should also advise the builder in writing of any other items which are of concern to you that are not mentioned in the report (eg variations, liquidated damages, queries in relation to previous payments, etc).

Client Concerns

Clients’ concerns have generally been reviewed and where appropriate included in the report. Note the following however:

- While the brick laying is generally considered satisfactory, minor works are listed to the front elevation but too much ‘tinkering’ with the brickwork is not suggested – it always shows.
- No testing of paint, coat thickness, has been done – beyond the scope of this report. Any aspects of paint observed during the standard inspection have been noted in the report.
- Glass has been viewed as required by BCC Standards & Tolerances.
- The plaster behind the dishwasher was not viewed but we have noted the dishwasher issue more generally in the report.

Defects Liability Period

Most building contracts allow for a Defects Liability Period (sometimes referred to as a Maintenance period) of about 13 weeks (refer to your contract for details). You may negotiate with the Builder for some Schedule One and Two items to be attended during or at the end of the defects liability period along with any similar matters discovered during this period. Any agreement after negotiations should be in writing and signed by both parties.

Claims Advice

Under the Domestic Building Contracts Act 1995 (as amended) an insurance Policy is required to be issued before or at the signing of a building contract. The insurance is required to cover the period of six years from the date of issue of an Occupancy Certificate (new houses) or Certificate of Final Inspection (extensions) or of date of moving in (whichever earlier). **A claim can only be made on the warranty insurance when the builder has died, disappeared or become insolvent.**

If the works and matters raised in Schedules One and Two of the BSS report are outstanding or not attended to your satisfaction within a reasonable time (say 2 weeks), then we recommend that you seek advice from a building Solicitor in your area – refer to Joe Ragnanese of BSS on 9377 3000.

Note that the report herewith is not suitable for presentation to VCAT but would form the basis for later upgrading, with costings etc., - if required and upon your solicitor's advice.

Other Matters - our Recommendations

Building Frame

This report does not include for an inspection of the building frame. Much of the frame is now concealed and any areas exposed (roof or sub floor as appropriate) are usually difficult to access. A brief perusal only of any frames exposed has been carried out from access points. It is imperative therefore that confirmation be obtained that the mandatory frame inspection has been carried out and the frame approved. Certificate or letter should be obtained from the Building Surveyor confirming same and that no outstanding items remain.

Appliances and Variations – Confirmation of Completion

Most building contracts nominate specific appliance types/models/model numbers. In addition, changes (variations) to contract works are commonly agreed during the project. It is imperative that prior to final payment to the builder, the following be checked by proprietors:-

- That appliances and equipment (stoves, cooktops, heaters, etc) are of the brand/model/model number specified, and
- That all listed variations have been carried out.

BSS has not carried out such checks for compliance or completion.

Keys at Handover

At time of final payment, proprietor should confirm that keys being handed over are individual to the project and not of “builder’s project key” type. Ask the builder to confirm. Check all keys are provided. Alternatively consider engaging a locksmith to re-key all locks.

Appliances to be Checked For Operation

Appliances, spa baths, smoke detectors, heating or similar installations and like items are not checked for completeness nor tested during BSS

inspections. At time of occupation, we recommend proprietors ensure that such items be checked to be operational, that there are no leaks, etc, that all operating instructions have been requested of the builder (as relevant) and that you have returned to manufacturers (if appropriate) guarantee certificates/information. All documentation should be stored for future reference/passing onto future buyers.

Smoke detectors in particular should be tested to confirm operation immediately after occupation.

Please do not hesitate to contact me to discuss any aspect of the report (phone details on report) to Joe Ragnanese (ph: 9377 3000) re the process of finalising this matter with your builder should this be necessary. We thank you for your instructions.

Yours sincerely,

David Gairns
B.Bldg (Hons.), M.Bldg. Sc., FAIB, MASBC
Chartered Building Professional

Encl. Report
 Sample Letter to Builder

SAMPLE LETTER TO BUILDER

Date

Builder's name and address

Dear Sir/Madam

Re: Site Address:
BSS Report No:

Please find herewith a copy of a BSS Group (BSS) report carried out at my/our request, on the above. Note Schedules One and Two list matters which you should attend or provide prior to completion. Would you please address these matters within 14 days from the date of this letter. If you wish to discuss any matters in the report, please contact me/us at your earliest convenience.

I/we will be advising separately any other items, before the end of the Defects Liability Period.

Yours faithfully

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(Building Owner)