

DEFECT CHECKLIST

LIVING ROOM

DOOR & GATE	PASS	FAIL	NOTES
Can you open and close the door and gate without difficulty?			
Are the door and gate properly aligned? (Note: check to see if there are any screeching sounds)			
Is any of the mechanism i.e. hinge, handle, latch, and magnet loose or defective?			
Are the hinges rusty?			
Is the gate frame rusty?			
Can the door magnet stick properly?			
Is the doorbell working?			
Is the doorbell switch working?			
Is the door's peephole done properly and can you see through it clearly?			
Can all the keys work?			
Is the letter box key working?			

 ELECTRICAL WORKS	PASS	FAIL	NOTES
Are the electrical sockets working? (Note: use a plugged-in LED light to check)			
Are the sockets rusty or damaged?			

 WALLS & FLOORING	PASS	FAIL	NOTES
Did you find any major or hairline cracks on the walls and flooring tiles?*			
Check the ceiling for cracks.			
Is there any water seepage on the walls? (Note: if you can, check on a rainy day)			
Are the flooring and wall surfaces smooth and even? Check against the spirit level.			
Check for hollow-sounding tiles on your flooring.			
Are the tiles cracked, stained, scratched or discoloured?			
Are the tiles aligned properly?			

 TELEPHONE LINES / SCV	PASS	FAIL	NOTES
Is the SCV outlet mouldy or cracked?			
Is the telephone plug mouldy or cracked?			

 WINDOWS	PASS	FAIL	NOTES
Can you open and close the windows without difficulty?			
Can you hear any creaking noises?			
Are the gaps between the windows and frames consistent? (Note: the gaps should not be more than 5mm)			
Are the glass panels chipped or scratched?			
Are the frames, hinges, screws or locks rusty?			
Is any of the screws missing?			
Are the screws tightened?			
Are the locks properly installed?			
Are the keys for the locks the correct ones?			

BEDROOMS

 WALLS & FLOORING	PASS			FAIL			NOTES
	MB	B1	B2	MB	B1	B2	
Did you find any major or hairline cracks on the walls and flooring tiles?*							
Check the ceiling for cracks.							
Is there any water seepage on the walls? (Note: if you can, check on a rainy day)							
Are the flooring and wall surfaces smooth and even? Check against the spirit level.							
Check for hollow-sounding tiles on your flooring.							
Are the tiles cracked, stained, scratched or discoloured?							
Are the tiles aligned properly?							
Are there any water stains on the flooring? (Note: this is for wood flooring only)							

 DOORS	PASS			FAIL			NOTES
Can you open and close the doors without difficulty?	MB	B1	B2	MB	B1	B2	
Are the doors properly aligned? (Note: check to see if there are any screeching sounds)							
Is any of the mechanism i.e. hinge, handle, latch, and magnet loose or defective?							
Are the hinges rusty?							
Can the door magnets stick properly?							
Can all the keys work?							

 ELECTRICAL WORKS	PASS			FAIL			NOTES
Are the electrical sockets working?	MB	B1	B2	MB	B1	B2	
Are the sockets rusty or damaged?							

 TELEPHONE LINES / SCV	PASS			FAIL			NOTES
Is the SCV outlet mouldy or cracked?	MB	B1	B2	MB	B1	B2	
Is the telephone plug mouldy or cracked?							

 WINDOWS	PASS			FAIL			NOTES
Can you open and close the windows without difficulty?	MB	B1	B2	MB	B1	B2	
Can you hear any creaking noises?							
Are the gaps between the windows and frames consistent?							
Are the glass panels chipped or scratched?							
Are the frames, hinges, screws or locks rusty?							
Is any of the screws missing?							
Are the screws tightened?							
Are the locks properly installed?							
Are the keys for the locks the correct ones?							

KITCHEN / SERVICE YARD

 WINDOWS	PASS	FAIL	NOTES
Can you open and close the windows without difficulty? Are there creaking sounds?			
Are the gaps between the windows and frames consistent?			
Are the glass panels chipped or scratched?			
Are the frames, hinges, screws or locks rusty?			
Is any of the screws missing? Are they tightened?			
Are the locks properly installed?			
Are the keys for the locks the correct ones?			

 ELECTRICAL WORKS	PASS	FAIL	NOTES
Are the electrical sockets working?			
Are the sockets rusty or damaged?			

 PLUMBING FIXTURES	PASS	FAIL	NOTES
Is any of the pipes leaking?			
Are the drains clogged?			
Can water drain properly? (Note: flood the floor to check and make sure water is not pooling)			

 WALLS & FLOORING	PASS	FAIL	NOTES
Did you find any major or hairline cracks on the walls and flooring tiles?*			
Check the ceiling for cracks.			
Are the tiles aligned properly?			
Is any tile chipped, stained, discoloured or scratched?			
Check for hollow-sounding tiles.			
Is there any water seepage on the walls? (Note: if you can, check on a rainy day)			
Are the surfaces smooth and even? Check against the spirit level.			

 SERVICE YARD	PASS		FAIL		NOTES
Are the mechanics of the clothes drying rack working properly and smoothly?					
Can the bi-fold door open and close smoothly?					
Is the drainage panel installed properly?					
Are the taps old, mouldy or rusty?					
Can the taps work properly? Is the water coming out clear?					
Are the drains clogged? Can water drain properly?					
Is any of the pipes leaking?					

EN SUITE / COMMON BATHROOMS

 SANITARY FITTINGS	PASS		FAIL		NOTES
Are the taps old, mouldy or rusty?	B1	B2	B1	B2	
Can the taps work properly?					
Is the water coming out from the taps clear? (Note: let the water run for a while)					
Are the sanitary fittings chipped, stained, discoloured or scratched?					
Are the sanitary fittings leaking?					
Is the toilet bowl clogged?					
Can the flushing system function properly? (Note: a typical waiting time for the water tank to fill up again is between 3-5 min)					
Is the water coming out from the flushing clear?					
Is the toilet seat properly installed?					
Is any of the pipes leaking?					
Are the drains clogged?					
Can water drain properly? (Note: flood the floor with water to check and make sure the water is not pooling)					
Is water able to flow smoothly to the floor trap with a good flow rate?					
Can the level of the showerhead be adjusted?					

 WINDOWS	PASS		FAIL		NOTES
Can you open and close the windows without difficulty?	B1	B2	B1	B2	
Can you hear any creaking noises?					
Are the gaps between the windows and frames consistent?					
Are the glass panels chipped or scratched?					
Are the frames, hinges, screws or locks rusty?					
Is any of the screws missing?					
Are the screws tightened?					
Are the locks properly installed?					
Are the keys for the locks the correct ones?					

 WALLS & FLOORING	PASS		FAIL		NOTES
Did you find any major or hairline cracks on the walls and flooring tiles?*	B1	B2	B1	B2	
Check the ceiling for cracks.					
Are the tiles aligned properly?					
Is any tile chipped, stained, discoloured or scratched?					
Check for hollow-sounding tiles.					
Is there any water seepage on the walls? (Note: if you can, check on a rainy day)					
Are the surfaces smooth and even? Check against the spirit level.					

 DOORS	PASS		FAIL		NOTES
Can you open and close the doors without difficulty?	B1	B2	B1	B2	
Are the doors properly aligned? (Note: check to see if there are any screeching sounds)					
Is any of the mechanism i.e. hinge, handle, latch, and magnet loose or defective?					
Are the hinges rusty?					
Can the door magnets stick properly?					
Can all the keys work?					

BOMB SHELTER

 DOOR	PASS	FAIL	NOTES
Can you open and close the door without difficulty?			
Is the door properly aligned? (Note: check to see if there are any screeching sounds)			
Is any of the mechanism i.e. hinge, handle, latch, and magnet loose or defective?			
Are the hinges rusty?			
Can the door magnet stick properly?			

 WALLS & FLOORING	PASS	FAIL	NOTES
Did you find any major or hairline cracks on the walls and flooring tiles?*			
Check the ceiling for cracks.			
Is any tile chipped, stained, discoloured or scratched?			
Are the flooring and wall surfaces smooth and even? Check against the spirit level.			
Check for hollow-sounding tiles on your flooring.			

WHAT TO BRING			
Masking tape to mark out defects		Torchlight	
Markers and pens to mark out defects		Plugged-in LED light	
Floor plan		Pail or water hose	
Mat (the floorings are usually dusty)		Cleaning materials like cloth and broom to sweep debris away so you can do a proper check	
Stools / step ladder		Marbles (to check for hollow tiles)	
Fans		Renovation's Defects List	
Phone charger		HDB's Defects Feedback Form	
Measuring tape		Snacks and drinks	
Digital camera or mobile phone for visual documentation		NOTES:	
Spirit level			