

# BUILDING DIGEST

CENTRAL BUILDING RESEARCH INSTITUTE, INDIA



## CHECK - LIST FOR TAKING OVER NEWLY CONSTRUCTED BUILDINGS

### Introduction

A large number of construction activities are being carried out by various organisations such as CPWD, MES, State PWDs, Housing Boards, Development Authorities, Improvement Trusts and Private sector. There is a greater demand for the construction of houses on outright sale basis. It has been observed that a number of complaints about the newly constructed buildings are received by the authorities from the buyer/user at the time of taking over the houses. Since there is mass construction going on, it has been observed that before taking-over the buildings from the builder/contractor, the departmental authorities are not able to examine the buildings carefully. There are no proper guidelines laid down for the inspection of buildings at the time of taking-over, except the general conditions as laid down in the specifications for the construction. There are several items involved in building and unless these are clearly defined and listed, it is not feasible to check them. To meet the demand, a check-list has been prepared to enable the authorities to examine/inspect the salient features before taking over the buildings. Such lists should be prepared for every building and in case of large buildings, the same may be divided in convenient parts and separate check-lists prepared for each part.

### Approach

An endeavour has, therefore, been made to give a

check-list covering the different items so that the inspecting authorities, before taking over the buildings, can examine/inspect the buildings in a systematic way. The list has been made in two parts. The Part-I gives the main building items and points to be observed just after the completion of the buildings and before taking over. In case there are any defects observed in the first taking-over-inspection, the action for rectification is to be incorporated and a second inspection is to be made before actually taking over the building. The Part-II gives the items and points that should be examined/inspected after about 3-4 months and specially during the monsoon period keeping the time well before the expiry of the maintenance-guarantee-period. This will provide the performance of the water supply and sanitary installation in use and also the leakage and dampness in the building which may not be possible to be examined fully at the first stage of taking-over. For each building these check-list proformae will be filled in, separately, at the time of inspection.

These proformae will also give useful information about the performance of various specifications and construction techniques in use, at the initial stage, in different parts of the country, so that a judicious selection for proper type in the region can be achieved.

## CHECK-LIST FOR INSPECTION OF NEW BUILDINGS

Name and number of the building \_\_\_\_\_ Part-I    Part-II

Date of completion of the building \_\_\_\_\_ Date of inspection \_\_\_\_\_

Date of taking over of the building \_\_\_\_\_ Date of handing over to user \_\_\_\_\_  
 from the builder/contractor \_\_\_\_\_

Item of Inspection	Type of Details		Follow-up Action	Remarks
	Location	Nature		

### PART-I

(Inspection to be carried out before taking over newly constructed building)

#### A - Inside Building

##### 1. Walls

(i) Are walls to plumb ? Yes/No  
 (If no, indicate the location, nature and action to be taken)

(ii) Are walls in proper alignment ? Yes/No  
 (If no, indicate the location, nature and action to be taken)

(iii) Are there any cracks in walls ? Yes/No  
 (If yes, indicate the location, nature i. e., vertical/horizontal/inclined, and action to be taken)

(iv) Are there any signs of dampness/leakage on walls ? Yes/No  
 (If yes, indicate the location, magnitude and action to be taken)

(v) Are all walls examined ? Yes/No

##### 2. Floors

(i) Are there any cracks in floors ? Yes/No  
 (If yes, indicate location and action to be taken)

(ii) Is there any settlement in floor ? Yes/No  
 (If yes, indicate location and action to be taken)

(iii) Is the floor laid to proper slope ? Yes/No  
 (If no, indicate location and action to be taken)

(iv) Is the floor properly finished/polished ? Yes/No  
 (If no, indicate location, nature and action to be taken)

(v) Are there any cracks in skirting/dado ? Yes/No  
 (If yes, indicate location, nature and action to be taken)

(vi) Are all floors/dado examined ? Yes/No

##### 3. Roofs

###### (a) Flat roofs

(i) Are there any cracks in bottom/top ? Yes/No  
 (If yes, indicate location, nature and action to be taken)



Item of Inspection	Type of Details		Follow-up Action	Remarks
	Location	Nature		
(ii) Are there any leaks in roof? (If yes, indicate location, nature and action to be taken)		Yes/No		
(iii) Has the waterproofing treatment been laid properly and to slope? (If no, indicate location, nature and action to be taken)		Yes/No		
(iv) Are rain water pipes properly fitted and free of choking? (If no, indicate location, nature and action to be taken)		Yes/No		
<b>(b) Sloping roofs</b>				
(i) Is the roof laid to proper pitch/slope? (If no, indicate nature and action to be taken)		Yes/No		
(ii) Are there any breakages in tiles/sheets? (If yes, indicate number and location for replacement)		Yes/No		
(iii) Are there any leakages in tiles/sheets/gutter? (If yes, indicate location, nature and action to be taken)		Yes/No		
(iv) Is the gutter laid to slope with proper joints? (If no, indicate location, nature and action to be taken)		Yes/No		
(v) Has proper preservative treatment been given to the steel/timber truss? (If no, indicate action to be taken)		Yes/No		
(vi) Is there any sagging/cracking in ceiling? (If yes, indicate location, nature and action to be taken)		Yes/No		
(vii) Is there sign of dampness in ceiling? (If yes, indicate location, nature and action to be taken)		Yes/No		
<b>(viii) Are all roofs and ceilings examined?</b>				
<b>4. Doors, Windows and Ventilators</b>				
(i) Are all doors, windows and ventilators opening and closing smoothly? (If no, indicate the location and number to be set right)		Yes/No		
(ii) Are all doors, windows and ventilators properly painted/polished? (If no, indicate location and numbers to be done)		Yes/No		
(iii) Are all fittings viz. locking arrangements, tower bolts, door stoppers, hooks and hinges, etc. working smoothly? (If no, indicate location, number to be set right)		Yes/No		
(iv) Are all glass panes properly fitted, cleaned and crack-free? (If no, indicate location, number to be attended)		Yes/No		

Item of Inspection	Type of Details		Follow-up Action	Remarks
	Location	Nature		
<b>5. Finishings</b>				
(i) Are all rooms properly white washed, colour washed or distempred? (If no, indicate location, number to be attended)			Yes/No	
<b>6. Fixtures</b>				
(a) Cupboards/shelves				
(i) Are all doors of cupboards opening and closing smoothly? (If no, indicate location and numbers to be set right)			Yes/No	
(ii) Are all fittings viz. hinges, locking arrangements, tower bolts etc. working smoothly?			Yes/No	
(iii) Are all cup-boards/shelves examined?			Yes/No	
(b) Chimney				
(i) Is the hood and slope provided to, have proper function? (if no, indicate action to set right)			Yes/No	
<b>7. Water Supply and Sanitation</b>				
(i) Are pipes properly fixed to wall at required spacing and are not loose? (If no, indicate location and numbers to be set right)			Yes/No	
(ii) Are there any leakages in the pipe joints? (If yes, indicate location, numbers and action to be taken)			Yes/No	
(iii) Are all taps, valves, showers, wash basins, sinks working properly and there is no choking/leakage?			Yes/No	
(iv) Are flushing cisterns correctly fitted and work properly? (If no, indicate location, number and action to set right)			Yes/No	
(v) Are water seals in water closets and floor taps properly working? (if no, indicate location, number and action to be taken)			Yes/No	
(vi) Are all W.C. pans, wash basins and sinks free of crack/breakage? (If no, indicate location and number to be replaced)			Yes/No	
<b>8. Electrical Fittings</b>				
(i) Are the following working properly?				
(a) Switches			Yes/No	
(b) Plug points			Yes/No	
(c) Fans			Yes/No	
(d) Regulators			Yes/No	
(e) Meter			Yes/No	
(If no, indicate location and number to be set right)				



arks

Item of Inspection	Type of Details		Follow-up Action	Remarks
	Location	Nature		
(ii) Are all the fuses wired properly ? (If no, indicate location and number to be set right)				Yes/No
(iii) Is the earthwire connected properly ? (If no, indicate action to be taken)				Yes/No
<b>B. Outside Building</b>				
(i) Is the surrounding free of debris, cleaned and levelled ? (If no, indicate action to be taken)				Yes/No
(ii) Is the approach road properly laid ? (If no, indicate action to be taken)				Yes/No
(iii) Is the compound wall and gate provided ?				Yes/No
(iv) Are the outside drains provided and clear ?				Yes/No
(v) Are the steps and staircase provided and to proper slope ?				Yes/No
(vi) Is the outside building finishing complete ?				Yes/No

**PART—II**

(Inspection to be carried out during/after monsoon and well before expiry of maintenance-guarantee-period)

**1. Building :**

Are there any leakages/dampness in the following ?

- (i) Walls Yes/No
  - (ii) Floors Yes/No
  - (iii) Roof Yes/No
  - (iv) Ceiling Yes/No
  - (v) Parapet Yes/No
  - (vi) Sunshades Yes/No
- (If yes, indicate location, nature, number and action)

**2. Services**

- (a) Are there any leakages in the following ?
  - (i) Rain water pipe Yes/No
  - (ii) Sewer pipe Yes/No
  - (iii) Water pipe Yes/No
- (b) Is the whole system working leak-proof ? Yes/No
- (c) Are the following working satisfactorily ?
  - (i) Septic tank Yes/No
  - (ii) Soak pit Yes/No
  - (iii) Outside drain Yes/No

Date: \_\_\_\_\_

Remarks	Type of Details	Type of Details		Item of Inspection	Action
		Location	Nature		
				Are all the fuses wired properly?	Yes/No
				(If no, indicate location and number to be set right)	Yes/No
				Is the earthwire connected properly?	Yes/No
				(If no, indicate action to be taken)	
				<b>Outside Building</b>	
				Is the surrounding free of debris, cleaned and levelled?	Yes/No
				(If no, indicate action to be taken)	
				Is the approach road properly laid?	Yes/No
				(If no, indicate action to be taken)	
				Is the compound wall and gate provided?	Yes/No
				Are the outside drains provided and clear?	Yes/No
				Are the steps and staircase provided and proper slope?	Yes/No
				Is the outside building finishing complete?	Yes/No

PART-II

*There is a demand for short notes summarising available information on selected building topics for the use of engineers and architects in india. To meet the need this Institute is bringing out a series of Building Digests from time to time and the present one is the 111th in the series. Readers are requested to send to the Institute their experience of adopting the suggestions given in this Digest.*

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