BULDING RESEARCH INSTITUTE, INDIA



CHECK-LIST FOR TAKING OVER NEWLY CONSTRUCTED BUILDINGS

(If yes, indicate location, nature and action to be taken), coursed or science and assistants

CHECK-LIST FOR INSPECTION OF NEW 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.

Location | Matthe | Action

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:

BIUUFS I

(a) Hiat root

(i) Are there any cracks in bottom/top t

CHECK-LIST FOR INSPECTION OF NEW BUILDINGS

Date of completion of the building	Da	te of inspe	ction	11100-1)	AST IAS
Date of taking over of the building from the builder/contractor	ate of hand	of handing over to user			
Item of Inspection	явус	Type of Location		Follow-up Action	Rema
 (Inspection to be carried out before taking over newly constructed building) A-Inside Building 1. Walls (i) Are walls to plumb? (If no, indicate the location, nature and action to be taken) (ii) Are walls in proper alignment? (If no, indicate the location, nature and action 	Yes/No Yes/No Yes/No	ins such and rids. Dev and Priva has been but the action the action the building on it the buildings careful taking-cyclaking-	ganisation for the form the fo	ther of constant you various or your ous or Improvement that the critical safe of the right safe of the right safe on the conditions as condit	ried out I S, State thorities, re is a gr ses on or a numb buyer/its buyer/its ce there builder/c not able it of build it of build
ut seammed but also the leakage and dampers in sold as the building which may not be possible as a subject to the building with the building and the building with the building and the building with the building and the building and the building with the building and the building with the building wi	anton In	arc seye		construction building ni	is for the
 (i) Are there any cracks in floors? (If yes, indicate location and action to be taken) (ii) Is there any settlement in floor? (If yes, indicate location and action to be taken) (iii) Is the floor laid to proper slope? (If no, indicate location and action to be taken) (iv) Is the floor properly finished/polished? (If no, indicate location, nature and action to be taken) (v) Are there any cracks in skirting/dado? (If yes, indicate location, nature and action to be taken) (vi) Are all floors/dado examined? 	Yes/No Yes/No Yes/No Yes/No	a to check s been pro- propert the uildings. 'ding divided in proported.	ot fensible k-list has examined were the beautiest built and beautiest beautiest beautiest as exercises.	listed, fisical narid, a checulation of checory of the composition of	ned and "" " " " " " " " " " " " " " " " " "
3. Roofs					
(a) Flat roofs(i) Are there any cracks in bottom/top?(If yes, indicate location, nature and action to be t	Yes/No				

Type of Details noisografia Mature Action	Type of Details Follow-up Remarks Location Nature Action
(ii) Are there any leaks in roof?	Yes/No egoldetal'i
be taken)	Are all rooms properly white washed colour of washed or distempered?
(iii) Has the waterproofing treatment been la properly and to slope?	Eighting
(If no, indicate location, nature and action to be taken)	a) Cupboards/shelves
(iv) Are rain water pipes properly fitted and free choking?	through
(If no, indicate location, nature and action be taken)	10
(b) Sloping roots	 ii) Are all fittings viz, hinges, locking arrangements, tower bolts etc. working smoothly?
(i) Is the roof laid to proper pitch/slope? (If no, indicate nature and action to be taken)	iii) Are all cup-boards/shelves examined? oN/ceY b) Chimney
(ii) Are there any breakages in tiles/sheets? (If yes, indicate number and location for	
replacement) (iii) Are there any leakages in tiles/sheets/gutter?	Yes/No Yes/No
(If yes, indicate location, nature and action to be taken)	/. Water Supply and Sanitation
(iv) Is the gutter laid to slope with proper joints?	spacing and are not loose? (If no, indicate location and numbers to be set or right)
(v) Has proper preservative treatment been given to the steel/timber truss? (If no, indicate action to be taken)	ii) Are there any leakages in the pipe join on heave and action to be taken.
(vi) Is there any sagging/cracking in ceiling? (If yes, indicate location, nature and action to	iii) Are all taps, valves, showers, wash bashis sint working properly and there is no selecting leakage?
be taken) (vii) Is there sign of dampness in ceiling?	iv) Are flushing elsterns correctly litted and work properly?
(If yes, indicate location, nature and action to be taken)	(If no, indicate location, number and action to set right)
iii) Are all roofs and ceilings examined?	(v) Are water scals in water closets and loN/seYs
4. Doors, Windows and Ventilators	properly working? (If no, indicate location, number and action to
Are all doors, windows and ventilators opening and closing smoothly?	yes/No Yes/No
(If no, indicate the location and number to be set right)	of crack/breakage?
(ii) Are all doors, windows and ventilators properly painted/polished?	(If no, indicate location and number to be replaced) Yes/No
(If no, indicate location and numbers to be done)	8. Electrical Fittings
bolts, door stoppers, hooks and hinges etc working smoothly?	a) Switches
(If no, indicate location number to be set right)	b) Plug points . c) Fans
Are all glass panes properly fitted, cleaned and crack-free?	Yes/Nc Meter (b) Meter
(If no, indicate location, number to be attended)	(If no, indicate location and number to be set righ

	Type of Details noisoseason la mellar Action	Type of Details Follow-up Rem
5.	Finishings OM/89Y	Are there any leaks in roof ?
(i)	Are all rooms properly white washed, colour washed or distempered? (If no, indicate location, number to be attended)	If yes, andicate location, nature and oN/seY o
	SALE THE CANDIDER THE STREET STREET STREET STREET	Has the waterproofing treatment been laid
6,	Fixtures	properly and to slope ?
	Cupboards/shelves	(If no, indicate location, nature and action to
(i)	Are all doors of cupboards opening and closing smoothly?	he taken) Are rain water pipes properly, fitted and lee of choking?
	(If no, indicate location and numbers to be set right)	(If no, indicate location, pature and action to
(ii)	Are all fittings viz. hinges, locking arrangements,	be taken)
	tower bolts etc. working smoothly?	Yes/No
(iii)	Are all cup-boards/shelves examined?	Is the roof laid to proper pitch/slope 'On/seY
(b)	Chimney	(If no, indicate nature and action to be taken)
(i)	Is the hood and slope provided to, have proper	Are there any breakages in tiles/sheets on/seY
	function?	(If yes, indicate number and location for
	(if no, indicate action to set right)	replacement)
7.	Water Supply and Sanitation	Are there any leakages in tites/sheets/gutter?
(i)	Are pipes properly fixed to wall at required	(If yes, indicate location, nature and action to be taken) on/seY
	spacing and are not loose?	Is the gutter laid to slope with proper joints?
	(If no, indicate location and numbers to be set	(If no, indicate location, nature and action to
	right)	be taken)
(11)	Are there any leakages in the pipe joints?	Has proper preservative treatment be oN/s9Y.
	(If yes, indicate location, numbers and action to be taken)	to the steel/timber truss?
(iii)	Are all taps, valves, showers, wash basins, sinks	(If no, indicate action to be taken)
	working properly and there is no choking!	Is there any sagging/cracking in ceiling of NeeY
	leakage?	(If yes, indicate location, nature and action to
(1V)	Are flushing cisterns correctly fitted and work properly?	Yes/No (next see
		is there sign of dampness in ceiling?
	(If no, indicate location, number and action to set right)	(If yes, indicate location, nature and action to be taken) one one
(v)	Are water seals in water closets and floor taps properly working?	Are all roofs and ceilings examined 2 on/seY
	(If no, indicate location, number and action to	Doors, Windows and Ventilators
	be taken)	Are all doors, windows and ventilators opening
(vi)	Are all W.C. pans, wash basins and sinks free	Yes/No ? ? yeldooing smoothly?
(of crack/breakage?	(If no, indicate the location and number 40 be
	(If no, indicate location and number to be replaced)	(set.right)
S.A.	epiaced)	Are all doors, windows and ventilators properly
3. E	Electrical Fittings	painted/polished?
	Amo alo - C-II ·	(If no, indicate location and numbers to be done) Are all fittings viz. locking arrangements, tower
a) S	witches	boits, door stoppers, hooks and hon/es/
	lug points	Yes/No ? vidrooms anishow
4 - 85 - 0	ans	(If no, indicate location, number to be onless)
	legulators Neter	Are all glass panes properly fitted, cleron/esY
		crack-free? on/sex. on the control of the control o

rks	Item of Inspection		Type of Location	Details Nature	Follow-up Action	Remarks
(ii)	(ii) Are all the fuses wired properly? (If no, indicate location and number to be set right)	Yes/No		nicotya Nicotya	, a 18° c	4000.74
(in	(iii) Is the earthwire connected properly? (If no, indicate action to be taken)	Yes/No		•		
	B. Outside Building					
V()	(i) Is the surrounding free of debris, cleaned and levelled?					u trong <u>hig</u> ipan Taga
	(If no, indicate action to be taken)	Yes/No			Hyash	1
(d)	(ii) Is the approach road properly laid? (If no, indicate action to be taken)	Yes/No				
(1)	(iii) Is the compound wall and gate provided?	Yes/No		into and		
	(iv) Are the outside drains provided and clear? (v) Are the steps and staircase provided and to	Yes/No			- Nicabata t Na Juran	
	proper slope ?	Yes/No	carrie la			
	(vi) Is the outside building finishing complete?	Yes/No			se property.	
11/8	PART—II					
	before expiry of maintenance-gurantee-period) 1. Building: Are there any leakages/dampness in the following?	ding Dige. s. ase e que	e suppresseres ex-af Buil is. Regder	ig user o ut a seri the serie	iopies vor is bringing c the 111th in	
1100	Zona da	Yes/No	1418 5100115	FBAS JUL	Suridopo fo	
i (1889)	ii) Floors	Yes/No				
22.00	iii) Roof v) Ceiling	Yes/No				
1000	Parapet	Yes/No				the Lead
17 1000	i) Sunchadas	Yes/No				
	(If yes, indicate location, nature, number and action)	1 65/140				
2.	Services	10 10 10 10 10 10 10 10 10 10 10 10 10 1	or production			
(a	Are there any leakages in the following?		the land			
(1)	Rain water pipe	Yes/No	the research	· Figurality		
(11	Sewer pipe	Yes/No				
Ch	water pipe	Yes/No				
10	Are the following working satisfactorily?	Yes/No	e utlan			
(ii	anak nit	es/No			tus cersons Caulpharios	
(iii	Outside drain The State of Later Control	es/No es/No		dian .	, two contractions	

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ranced as Labellad Francica Scharunger, (India)

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Type of Details Follow-up Remarks

Are all the fuses wired properly?

Are all the fuses wired properly?

(If no, indicate location and number to be set acolor bedean wire wired are in the connected properly?

Is the earthwire connected properly?

(If no, indicate action to be taken)

Cutside Stuffdien

Sovied abond on the connected properly?

Cutside Stuffdien

| Is the surrounding free of debris, cleaned and | Yes/No | Yes/No

PART—II

aspection to be carried out during/after monsoon, and well

A) Is the outside building finishing complete?

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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Yes/No en erwind on vitagora gai.

Yes/No en erwind on vitagora gai.

Yes/No en erwind on vitagora gai.

Yes/No

Yes/N

Services

Are there any leakages in the following 2.

Rain water pipe

Sewer pipe

Sewer pipe

Yes/Nois bus suized new sund. 2 W fis at Nois Water pipe

Yes/Nois bus suized new sund. 2 W fis at Nois Water pipe

Yes/No

Yes/No

Yes/No

Yes/No

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