

# Guarantee Plan for New Residential Buildings

## PRE-ACCEPTANCE INSPECTION CHECKLIST

Approved by the Régie du bâtiment du Québec

### For buildings not held in co-ownership and for private portions of buildings held in co-ownership

No matter which type of building targeted by the guarantee is acquired, a pre-acceptance inspection is required by the Regulation respecting the Guarantee plan for new residential buildings.

The pre-acceptance inspection must be done by the beneficiary of the guarantee (the buyer) and the contractor together. If the beneficiary does not have a good knowledge of construction, he/she may be accompanied by the person of their choice for the pre-acceptance inspection.

The pre-acceptance inspection is done using this list of elements to verify, supplied by the plan manager, the content of which is approved by the Régie du bâtiment du Québec.

With the help of this checklist, the beneficiary and the contractor must do a complete inspection of the building or private co-ownership unit in order to record the quality and level of completion of the work that has been done in writing. Particular attention must be paid to extra work that has been requested. All elements to be completed or corrected must be noted, for example, a door that has not been properly adjusted, a scratch in the bathtub or shower, a missing light fixture, etc.

If the contractor and the beneficiary do not agree on the work to be completed or corrected, it must be written down in this checklist, which has been specifically prepared for the inspection.

In addition, the beneficiary may add items to the list of work to be completed or corrected during the 3-day period following the acceptance, on the condition that he/she has not moved into the building or into his/her private co-ownership unit.

**Name of contractor:**

RBQ license no.:

Accreditation no.:

Registration no. given by the plan manager:

**Beneficiary:**

Address and telephone number(s):

**Building description:**

- Residential – not held in co-ownership  
 Condo – private portion

### EXTERIOR

<b>1. Lot</b>	Level of the ground surrounding the building (space between the facing and the ground), descending slopes that carry water away from the building *
<b>2. Foundation</b>	Foundation walls: insulation, waterproofing, cracks
	Concrete roughcast
	Exterior water valve
	Exterior electrical outlets
<b>3. Roof</b>	Membrane or shingles
	Vent outlets and screens
	Attic entrance or access opening
	Gutters (if applicable) or parapets
<b>4. Exterior facing</b>	Masonry: joints, weep holes
	Vinyl, aluminium, or wood siding: material and joint alignment
	Acrylic overlay or stucco covering

<b>5. Doors, windows, skylights, garage doors, and other openings</b>	
Installation, operation, hardware and finish	
Perimeter weatherstripping	
Door check on entrance doors as well as security exit doors or door to garage	
Garage door opening mechanism or invert mechanism (security)	
<b>6. Access to the building and stairways, terraces, or balconies</b>	
Railing	
Decking, concrete slab, or other	
Electrical system: lighting and electrical outlets	
Plumbing system: water valves	
<b>7. Chimney and exhaust ducts</b>	
Masonry	
Exhaust trap operation	

\* Landscaping is excluded from the guarantee.

## INTERIOR

<b>1. Foyer</b>	
Floor covering: tile (mortar joints), flexible flooring (joints), wood flooring or carpeting, baseboards	
Wall covering and ceilings: painted drywall, tile, wood or wallpaper, suspended ceiling, mouldings and woodwork	
Access doors: door check, weatherstripping, hardware, finish	
Electrical systems: lighting and alarm system	
Heating and ventilation system	
<b>2. Hallways</b>	
Floor covering: tile (mortar joints), flexible flooring (joints), wood flooring or carpeting, baseboards	
Wall covering and ceilings: painted drywall, tile, wood or wallpaper, suspended ceiling, mouldings and woodwork	
Electrical systems: lighting	
Heating and ventilation system	
<b>3. Living room, dining room, and bedrooms</b>	
Floor covering: tile (mortar joints), flexible flooring (joints), wood flooring or carpeting, baseboards	
Wall covering and ceilings: painted drywall, tile, wood or wallpaper, suspended ceiling, mouldings and woodwork	
Doors: hardware, finish	
Electrical systems: lighting and electrical outlets	
Heating and ventilation system	
Fireplace: non-combustible fire-edge covering (walls, floor, and mantel), chimney opening and closing mechanism (damper)	
<b>4. Kitchen and bathrooms</b>	
Floor covering: tile (mortar joints), flexible flooring (joints), wood flooring or carpeting, baseboards	
Wall covering and ceilings: painted drywall, tile, wood or wallpaper, suspended ceiling, mouldings and woodwork	
Doors: hardware, finish	
Electrical systems: lighting and electrical outlets	
Plumbing system: plumbing fixtures (sink, bathtub, shower with watertight joints) and faucets, valves, and pipes in good working condition	
Heating and ventilation system: kitchen hood and bathroom fans	
Cabinetry (cabinets, integrated furniture, and counters): finishing hardware (joints) and watertightness	
<b>5. Basement and other spaces</b>	
Flooring: concrete and drainage	
Floor covering: tile (mortar joints), flexible flooring (joints), wood flooring or carpeting, baseboards	
Wall covering and ceilings: concrete, painted drywall, tile, wood or wallpaper, suspended ceiling, mouldings and woodwork	

	Doors: hardware, finish	
	Electrical systems: lighting, electrical outlets, and fuse box	
	Plumbing system: shutoff valve to the dwelling unit, water heater and its drain	
	Heating and ventilation system: air exchanger	
<b>6.</b>	<b>Garage</b>	
	Flooring: concrete and drainage	
	Wall covering and ceilings: painted drywall, concrete, mouldings and woodwork	
	Access door: door check, airtightness, hardware, finish, and invert mechanism	
	Electrical systems: lighting, electrical outlets, smoke detector, and alarm system	
	Plumbing system: water valve	
	Heating and ventilation system	

**Personal Notes**

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**Declaration of building acceptance**

- Acceptance – without reserve<sup>1</sup>
- Acceptance – with reserve (see the list of items to correct and/or complete)

End-of-work date (applicable only if there is no work to be completed):

Anticipated end-of-work date:



Beneficiary's Signature:

Beneficiary's Signature:

Contractor's Signature:

Date of acceptance<sup>2</sup>:

1 The acceptance with or without reserve by the beneficiary concerns only those items that are apparent at the time of building acceptance.

2 Date upon which the beneficiary declares acceptance of the building, which is ready to be used for its intended purpose, indicating, if applicable, work that must be completed or corrected.