

# Guarantee Plan for New Residential Buildings

## PRE-ACCEPTANCE INSPECTION CHECKLIST

Approved by the Régie du bâtiment du Québec

For the common portions<sup>1</sup> of a building held in divided 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 of the common portions must be done following the receipt, by all known beneficiaries as well as the co-owners' syndicate, of the end-of-work notice produced by the contractor.

The pre-acceptance inspection<sup>2</sup> must be done by the co-owners' syndicate and the contractor, together with the building professional chosen by the co-owners' syndicate. The building professional must be an architect, engineer, or technologist, who is a member of a professional order and who has been trained in the area of engineering or construction.

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 co-owners syndicate, the contractor, and the building professional chosen by the co-owners' syndicate must do a complete inspection of the common portions (articles 25 and 33 of the regulation) in order to record the quality and level of completion of the work that has been done.

It's the building professional chosen by the syndicate who produces the act which constitutes the acceptance of the common portions, under the reserve, if applicable, of minor work to be completed that he/she has indicated. Such minor work could be: a missing light fixture or missing hardware.

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**Name of contractor:**

RBQ license no.:

Accreditation no.:

Registration no. given by the plan manager:

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**Building description:**Address:

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**Note to the building professional**

The professional cannot fill out the Declaration of acceptance for the common portions of the building if there is work left to complete within the common portions of the building other than **minor** work. The inspection by the professional is done with the help of this list of elements to verify and is limited to a visual inspection of the elements that make up the common portions of the building. The professional will not be held responsible for any defect or poor workmanship that is hidden or that would not normally be detectable during such an inspection.

**Contractor's Declaration**

The contractor declares having notified all known beneficiaries, the co-owners' syndicate as well as the plan manager of the end of work on the common portions related to the building.

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Date of end-of-work notice:

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**Name of contractor or representative:**

Signature:

Date:

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- 1 Common portions: those making up part of the building and described in the act constituting the co-ownership or, in the absence of specific provisions in this act, those listed in article 1044 of the Civil Code of Québec.
- 2 If acceptance of the common portions fails to take place, the regulation provides for, under certain conditions, a mechanism that allows the guarantee coverage related to the common portions to begin.

If, following the receipt of an end-of-work notice sent by the contractor, the acceptance of the common portions of your building has not been done, the acceptance of the common portions will be presumed to have taken place at the latest 6 months after the co-owners' syndicate receives the end-of-work notice, if **all of the 4 following conditions** are met:

- 1) The work related to the common portions has been completed;
- 2) The syndicate has been formed and is no longer under the contractor's control;
- 3) The end-of-work notice has been sent by the contractor to the syndicate, detailing the syndicate's obligations concerning the acceptance of the common portions;
- 4) A period of 6 months has passed since the syndicate received this notice and the syndicate, without motive, has not accepted the common portions.

## 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 and security exit doors: door check, weatherstripping, hardware, finish
	Electrical systems: lighting, security exit signs, fire exit signs, and alarm system
	Plumbing system: sprinklers
	Heating and ventilation system
	Vertical transport systems (ex.: elevators)
<b>2. Common 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
	Access doors and security exit doors: door check, weatherstripping, hardware, finish
	Electrical systems: lighting, security exit signs, fire exit signs, and alarm system
	Plumbing system: sprinklers
	Heating and ventilation system
<b>3. Common areas (swimming pool, exercise room, or others)</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 and security exit doors: door check, weatherstripping, hardware, finish

	Electrical systems: lighting, security exit signs, fire exit signs, and alarm system	
	Plumbing system: sprinklers	
	Heating and ventilation system	
<b>4.</b>	<b>Private storage spaces (lockers)</b>	
	Flooring: concrete and drainage	
	Wall covering and ceilings: painted drywall, concrete, fencing	
	Access doors and security exit doors: door check, hardware, finish	
	Electrical systems: lighting	
	Plumbing system: sprinklers	
	Heating and ventilation system	
<b>5.</b>	<b>Garage</b>	
	Flooring: concrete and drainage	
	Wall covering and ceilings: painted drywall, concrete	
	Columns and structure	
	Access doors and security exit doors: door check, hardware, finish, and operation	
	Electrical systems: lighting, security exit signs, fire exit signs, alarm system, and electrical control room	
	Plumbing system: sprinklers, valves, and sprinkler control room	
	Heating and ventilation system	
	Garbage collection area: walls, doors, flooring, containers for garbage and recycling	

### Personal Notes

### Declaration of acceptance of the building

The building professional<sup>1</sup> declares:

That the work related to the common portions of the building is complete, under the reserve of work to be corrected or minor work to be completed that has been identified in this document, and that the building is ready to be used for its intended purpose.

- Acceptance – without reserve<sup>2</sup>
- Acceptance – with reserve (see the list of items to correct and/or complete)

Name of professional: \_\_\_\_\_ Title and no.: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Acceptance declaration date: \_\_\_\_\_  
End-of-work date (applicable only if there is no work to be completed<sup>3</sup>): \_\_\_\_\_  
Anticipated end-of-work date<sup>4</sup>: \_\_\_\_\_

### I DECLARE THAT I WAS PRESENT DURING THE WORK ACCEPTANCE INSPECTION

Beneficiary's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(syndicate representative)

Beneficiary's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(syndicate representative):

Contractor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> All minor work must be completed  
<sup>2</sup> Date on which all the work, including minor work if applicable, shall be completed.  
<sup>3</sup> All minor work must be completed.  
<sup>4</sup> Date on which all the work, including minor work if applicable, shall be completed.