

Are you actually ready to call practical completion?

Close-out is where good projects lose time, money and trust. Most handovers slip because the register is behind, certificates are promised rather than held, and nobody owns the last five per cent. **Run this before you call PC.** If you can't tick it, you're not ready, and it's cheaper to know now than at settlement.

Compiled by Group 4 Consultants from twenty years of major-project close-outs.

01 The defect register itself

- ☐ There is **one register**, not several competing spreadsheets across trades and consultants.
- ☐ Every defect is **located** (level, unit, room, element) so it can be found and reinspected.
- ☐ Each defect is **severity-rated** and **cost-coded** to the responsible trade.
- ☐ Open commercial exposure is visible as a **single number**, not buried in rows.
- ☐ Every closed item was **verified by reinspection**, not signed off on a subcontractor's word.

02 Fire & life safety (certification blockers)

- ☐ Fire doors close and latch; seals, tags and gaps comply.
- ☐ Passive fire (penetrations, dampers, intumescent seals) inspected and documented.
- ☐ Hydrant, sprinkler and booster systems tested; signage compliant.
- ☐ Detection and EWIS/occupant-warning tested and certified.
- ☐ All fire-safety measures captured on the **fire safety schedule** for the annual statement.

03 Wet areas & waterproofing

- ☐ Falls to floor wastes confirmed; no ponding at thresholds or balconies.
- ☐ Membrane integrity verified where accessible; flood-test records held.
- ☐ Sealant at junctions intact; no early mould-risk failures.
- ☐ Balcony and roof drainage tested under load.

Rule of thumb: a defect found early is cheap. The same defect found at the line is leverage. Every item above is easier and cheaper to close months out than in the final fortnight.

04 Building services commissioning

- ☐ Mechanical, electrical, hydraulic and vertical-transport systems commissioned and witnessed.
- ☐ Commissioning records and manufacturer certificates collected, not promised.
- ☐ BMS points verified against the design intent.
- ☐ Metering and essential services energised and proven.

05 Documentation & handover pack

- ☐ As-built drawings and O&M manuals compiled and current.
- ☐ Warranties and guarantees registered, with start dates recorded.
- ☐ Statutory approvals and certificates assembled for the occupation certificate.
- ☐ The completed defect register is **exported and archived** as a defensible record.

06 Commercial & close-out

- ☐ Retention and security amounts confirmed against a documented defects position.
- ☐ Outstanding-works schedule agreed, priced and dated for the defect liability period.
- ☐ A close-out report tells the story: what was found, what it cost, and the state at handover.
- ☐ The client can answer **“are we ready for PC?”** with a number and a trend, not a hope.

Want an independent pair of eyes on your close-out?

Group 4 runs this as a service: staged inspections, a cost-coded defect register and reporting that tells you the truth about readiness. A quick call, no obligation.

group4consultants.com.au

[EMAIL]

[PHONE]

This checklist is a general guide for major building projects and is not a substitute for project-specific advice, statutory certification or the requirements of your contract and consent. Adapt it to your project, jurisdiction and building class.