

PRE-DELIVERY INSPECTION CHECKLIST



PRE-DELIVERY INSPECTION CHECKLIST

IMPORTANT INFORMATION ABOUT THE PRE-DELIVERY INSPECTION

The main purpose of the pre-delivery inspection (or PDI) is to make note of anything in your new home that is damaged, missing, incomplete, or that cannot be inspected at the time.

The PDI provides an opportunity to record your home's condition before you move in. Any issues should be noted on a PDI Form and ideally your builder will correct them right away. Neither this checklist nor the PDI form which your builder completes is considered by Tarion to be a valid request for warranty service.

The PDI Form serves as a record of the condition of your home at the date of the PDI. If you make a warranty claim involving a damaged or missing item, the PDI Form with that item listed can be an important indicator that the item was damaged or missing before you took possession.

If when you take possession you notice a damaged or missing item that was not noted on your PDI Form, document the condition immediately by, for example, taking photographs and sending an email to your builder to report the condition. This record will assist in establishing that the condition existed when you took possession.

If any items are not resolved by the time you take possession of your new home, you may report them to Tarion using the applicable warranty form.

BRING THIS HANDY CHECKLIST ALONG WITH YOU TO ENSURE YOU DON'T MISS A THING.



PRE-DELIVERY INSPECTION CHECKLIST

KITCHENS, LAUNDRY AND BATHROOMS

KITCHENS

- Test lights to ensure they work properly
- Check that all options and upgrades have been installed and are complete
- Check the floor for scratches, dents, loose tiles, etc. (See Floors, Walls and Other Interior Items)

CABINETS & DRAWERS

- Check the cabinets to make sure they are properly aligned
- Check cabinets and drawers for damages or imperfections
- Check that cabinet doors and drawers open and close properly



SINK

- Test the faucet / Test the hot water
- Look under the sink for evidence of leaking, such as water stains

COUNTERTOPS

- Check the countertop for scratches, chips, or other damage
- Check the backsplash for scratches, chips, or other damage

APPLIANCES

- Check major built-in appliances for surface damage such as scratches and dents
- Test the range hood fan and light
- Ask your builder for any user guides and warranty information

LAUNDRY ROOM

- If appliances are provided, make sure that the dryer is venting to the outside
- Ensure that water hook-ups are connected to the correct hot and cold inlet
- Check visible flooring for damage
- Test the lights
- Ask your builder for any user guides and warranty information

PRE-DELIVERY INSPECTION CHECKLIST

KITCHENS, LAUNDRY AND BATHROOMS

BATHROOM

- Test the lights
- Turn on the bathroom fan to make sure it works
- Check the floor for missing or damaged tiles
- Check mirrors for scratches, chips, or other damage
- Check that cabinet doors and drawers open and close properly

TOILET

- Check the toilet for scratches, chips, or other damage
- Make sure the toilet flushes properly
- Check the floor around the toilet for water leaks

SINK

- Check the sink for scratches, chips or other damage
- Check caulking at the countertop backsplash
- Test the faucet/Test hot water
- Look under the sink for evidence of leaking such as water stains



SHOWER/TUB

- Examine the caulking around the tub and shower enclosures
- Test the shower head and drain
- Check tub for scratches, chips or other damage
- If you have a shower door, check that it opens and closes properly
- Check tiles for damage

TIPS

Kitchen Countertops: Keep in mind that if you selected a natural stone for your counter tops, such as granite or marble, you can expect to find natural imperfections like surface pits, fissures or veins.

Kitchen Cabinets & Drawers: Keep in mind that if you have a natural wood finish, it is normal to find variations in the wood grain and the stain finish.

Kitchen Sink: Its possible the hot water may not be on at the time of the PDI or that hot water may not be instantaneous.

Bathroom: A ground fault circuit interrupter (or GFCI) near water sources protects you from electrical shock.

Bathroom Sink: Note that hot water may not be instantaneous.

PRE-DELIVERY INSPECTION CHECKLIST

FLOORS, WALLS AND OTHER INTERIOR ITEMS

FLOORS

- Inspect all flooring for damage



WALLS

- Make sure finished drywall is free from dents and gouges
- Make sure that trim (including baseboards, door and window casings), are free from surface defects

DOORS

- If applicable, check that the exterior door leading to the garage is equipped with an automatic closer. This door should close and seal on its own. Check seal around door to ensure it is tight
- Make sure door finishing is free from damage, such as scratches, dents, or cracks

CARPET

- Examine seams in carpets (and vinyl) to ensure they are tight and there are no gaps
- Examine carpeting for stains

CERAMIC

- Inspect ceramic tile surfaces for cracks, chips or gouges
- Check joints between ceramic tiles for proper grouting



PRE-DELIVERY INSPECTION CHECKLIST

FLOORS, WALLS AND OTHER INTERIOR ITEMS

WINDOWS

- Check windows to ensure they open, close and lock properly
- Check that window panes are free from scratches, cracks, or other damage
- Make sure that all appropriate screens are properly fitted in place and inspect them for tears or holes

STAIRS

- Check handrails on stairs to ensure they are securely fastened and are free from rough edges, chips, or other damage
- Check stair finishing



CLOSETS

- If your builder is providing shelves and/or rods in your closets, check that they have been installed

TIPS

Hardwood: Given the nature of wood, a wood floor system will have some unevenness. Natural wood may contain variations in the grain or colour.

Carpet: Depending on the type of carpet selected, seams may be tight and secure, but still be visible.

Walls: Wall finishes may appear different depending on lighting conditions. Finish should be inspected under normal lighting and while standing perpendicular to the wall at a distance outlined in the Construction Performance Guidelines.

Doors: Ensure that there is a visible gap between the bottom of the door and the floor covering.

Stairs: Keep in mind that if you have hardwood flooring, there may be a difference in look between the stairs and the floor.

PRE-DELIVERY INSPECTION CHECKLIST

EXTERIOR

EXTERIOR

- If the completion of your home includes final grading and installation of driveways, patios and walkways, check for any unfinished or damaged work

EXTERIOR CLADDING

BRICK

- Check for cracked or damaged bricks

VINYL/ALUMINUM/WOOD SIDING

- Check that siding appears secure and free from damage
- Check that siding is not bowed or wavy and is free from damage

EXTERIOR INSULATED FINISHING SYSTEM (STUCCO)

- Check that stucco is free from cracks and discoloration or other damage



EXTERIOR TRIM

- Check that exterior trim has been completed, properly painted (if required), and free from damage

CAULKING

- Make sure all caulking has been completed around all windows, doors, and exterior openings

GRADING

- Check that the grading slopes away from the foundation around the perimeter
- If applicable, check that basement windows below grade have window wells

TIPS

Exterior: If you are unable to inspect your home's exterior due to weather conditions, make note of it on the Pre-Delivery Inspection form.

Brick: Weep holes are small openings that allow water to drain from behind the brick. They are generally located at the bottom of the brick and above windows and doors.

Sod: Once you have taken ownership of your new home, it is your responsibility to maintain the sod. Make sure you understand how to care for it.

Grading: Some lots require shallow run-off trenches called swales to help collect and divert surface water. The grading is approved by the municipality and cannot be altered by the homeowner.

PRE-DELIVERY INSPECTION CHECKLIST

OPERATING SYSTEMS

Your home includes heating, ventilation, electrical and plumbing systems. Your builder should provide you with any operating manuals that relate to your home's systems. Learning from your builder how these systems operate is one of the key benefits of the Pre-Delivery Inspection. The information that follows will assist you in talking to your builder about these systems.

HEATING

- Check the condition of the furnace and hot water heater. Ensure both are functioning
- Find the furnace filters and ask about how to care for them
- Review the operation of your heating and cooling system, and how the programmable thermostat functions
- Locate the emergency shut-off switch for the furnace
- Learn about the location of shut-off valves for fuel supplies and understand how to operate them
- Be sure to understand the maintenance schedule needed to keep this equipment in top performance

PLUMBING

- Locate the main water shut-off valve and ask how to operate it

AIR CONDITIONING

- If your builder is providing a central air conditioner, check that it has been installed and is functioning

MECHANICAL VENTILATION

- Make sure that you understand how to achieve proper ventilation and maintain an adequate relative humidity level all year-round in order to avoid condensation problems
- If applicable, locate the principal exhaust fan switch and ensure that it functions
- If your home is equipped with a Heat Recovery Ventilator (HRV), have your builder instruct you on its proper use and maintenance

TIPS

Air conditioning: Systems cannot be operated when outside temperatures are below a certain level. Your builder should be able to provide you with this information.

Mechanical Ventilation: Condensation problems that result from improper maintenance are not covered by the new home warranty.

Mechanical Ventilation: A hygrometer is a device that measures the humidity levels in your home. Ask your builder about recommended humidity levels for every season.

