



ARTERS DESIGN

## How To Use This Package

During the walk-through use the provided Walk-Through Checklist. For every “No”, number a brightly coloured sticker, place the sticker on the item that needs to be corrected, then write down the number and record the issue on the Deficiency List. Make a copy of your completed Deficiency List and give it to the builder as issues that need to be resolved before signing the closing.

## New Home Walk-Through Package

After months of construction your new home is finally ready, you just have to complete the walk-through and the keys are yours. But not so fast, the walk-through is one of the most important aspects to buying a new home. Your biggest mistake would be to use the walk-through to plan out your furniture placement and paint colors. This is your opportunity to make sure things are as promised and any damages and imperfections are taken care of. The walk-through is the time to remedy these types of items.

Schedule your walk through for a time when you have a few hours to spend. Don't let the builder rush you through, when scheduling be sure you have told them you will need at least 2 hours. Don't bring the kids, family, friends, pets, or other distractions with you. On the other hand you will want to bring:

- Flashlight
- Level
- Camera
- This attached Walk-Through Checklist
- A clipboard and pen
- Binoculars (to inspect the roof from the ground)
- Bright coloured Post-Its & marker – These will be used for items that need to be fixed (deficiencies). Write numbers on the stickers as you place them on items that are not satisfactory during the walk-through. Use the Deficiency List to record the number of each sticker and issue it corresponds to. *You would be surprised how stickers go missing after you leave.*
- Deficiency List – Once you have completed the walk through give a copy of the list to the builder. Let them know these are the outstanding items you need to be remedied before you will sign the closing documents.
- Hair Dryer – Use this or any small other easy to use electrical item to check all the electrical outlets in the home. Often outlets don't work and it's not until much later that you notice.

Walk-through Checklist – Read through the checklist before the walk-through. There is a lot to go over and having a strategy beforehand will help save some time.

Okay, now you're ready! You know and understand what you should be looking for and you have the tools to do it.

# Walk-Through Checklist

## Exterior

- Does the ground slope away from the foundation of the house? The slope should be noticeable, it will settle over the next several months, but if you can't see the slope now you may have drainage and foundation problems in years to come.
- Shingles are tight, flat, and there are no signs of buckling. (You may want to hire a professional to go up on the roof or use binoculars)
- Do the gutters and downspouts direct water away from the foundation.
- All exterior trim is well fastened and secure.
- All exterior masonry is well fastened and free of cracks and chips.
- All windows are well caulked around the window frame where the frame meets the exterior wall of the house.
- All windows and exterior doors have weather stripping that forms a tight seal and is not loose or cracked.
- Concrete of the porch and steps are sturdy, without cracks or gaps. Jump up and down on them a few times.
- The garage door completely opens and closes. Also try opening and closing at the half-way points.
- The light in the garage door opener is working.
- The sensor in the garage door opener is working. Close the garage door and then put an object in the path of closing, make sure the door stops and then fully opens.
- Garage floor and walls are free of cracks, gaps and other irregularities.
- All exterior electrical outlets are working and have a weather cover. Use the hair dryer to check them.
- Doorbell works.

## **Interior Doors**

- All doors fully open and close smoothly and are well fitted to the frame.  
There are no large gaps where the door meets the floor.
- All door hinges and hardware are clean and free of paint.
- Door knobs are in good working order and are well fixed to the door. Test all locks.
- All sides of the door are painted.
- All thresholds are secure and free of gaps between floor types.
- All door trims are secure and well painted.
- Door stoppers/bumpers are in place, are secure and operate as intended.
- All closet doors open and close easily and are well fitted with no large gaps.

## **Windows**

- All windows open and close easily. If they do not easily glide now, they will not get better with time.
- All operable windows have screens, are free of rips and are secure. All operable windows lock properly.
- Window panes are not broken, cracked or chipped. Have a good look.
- All windows close tightly with a seal.

## Floors

- Only a minimal amount of squeaking and spring on all flooring. Walk around on all floors.
- Carpet is tight and seams match (you should not be able to see them). Check for loose fitting edges, rips, runs and ripples.
- Carpets are free of stains and discolouration.
- Vinyl and linoleum are free of gaps, scuffs and scratches, are well fitted around the edges and are free of bumps. Get down on the floor to have a good look.
- Wood floors are properly finished with 2 coats and a top coat of sealer.
- Tile floors are free of chips and cracks and are well fitted to corners and are straight.
- Tile grout is well filled, free of gaps and chips.

## Walls

- Baseboards are free of damage, secure, well fitted at corners and free of nail holes and damage. Don't forget the closets.
- Wall paint is even, free of scuffs, marks and scratches. Paint should look to have 2 coats.
- Walls are even with no signs of drywall seams or nails. Use a flashlight, poor drywall work tends to show more under artificial light.

## Kitchen

Inspect the kitchen thoroughly! Check all counter tops thoroughly. Take photos. If you try to make a claim weeks after you move in, builders often say “damage was due to you moving in, and you signed off on all items as okay at the walk through”.

- Counter tops are free of scratches and scuffs. Check the sides. Counters are used for contractor’s toolboxes and other supplies, making sure they are perfect.
- Counter tops are level, and secure to their base. Give them a nice wiggle.
- Cabinets are well anchored to the wall. Give them a good wiggle too.
- All cabinet doors fully open and close easily and do not rub or hit other furnishings.
- All cabinet doors are level, have rubber door stops, and close without gaps.
- All cabinet shelves are level, are well finished, and secure. Be sure to check the back of all shelves.
- Cabinet and drawer handles are well fixed and free of damage.
- All drawers open easily and do not rub or hit other furnishings.
- All drawers close flush and without gaps.
- You have received the care, cleaning instructions for the countertops and cabinets.
- The kitchen faucet has both hot and cold water with good water pressure.
- Sink is well caulked around the counter top and is free of chips, damage and discolouration.
- Sink pipes are free of leaks and no water is forming on the floor of the cupboard. Look for water spots.
- The cabinet kicks are free of damage, well fitted and secure. You will have to get down on the floor.
- Range hood works on all speeds, is secure and the light works.

## **Bathrooms**

- Sink and tub are free of scratches, chips and other damage.
- Sink and tub hold water.
- Sink and tub fixtures are secure and have both hot and cold water. Sink and tub are well caulked.
- The toilet is secure to the floor. Do not rock it, that may break the seal. Just sit on it, you will be able to tell if it is not right. Stay seated there for a moment and have a good look around at the details.
- Toilet paper dispenser is at a good distance and height from the toilet. Sit on the toilet to check.
- Counter tops are free of scratches, chips and other damage.
- Cabinets and drawers are free of damage and open and close properly and with ease.
- Back-splash is well fitted and caulked.
- Toilet flushes properly. It does not stay running too long after the flush.
- Shower tiles are secure with no gaps and grout is well sealed.
- Bathroom fans work. Use a single piece of toilet paper and put it up to the fan box, if the fan is working properly the piece of toilet paper should stay in place and not fall to the ground. This is important, condensation problems may not be covered by warranty once you sign off.

## **Basement**

- Basement is clean and dry (no signs of water penetration on basement walls)
- Basement walls and floors are free of large cracks and spaces. You should not be able to fit a dime in any cracks. A small amount of cracking is expected as the house settles. Take a photo of any cracks for your records.
- Basement floor slopes towards floor drains.
- Floor joists (basement ceiling) are made from sound lumber. If joists are more than 8ft long they should have bridging and/or strapping.

## **Heating & A/C**

- A/C works. Ask the builder to show you how to use the thermostat, keep it on long enough for you to notice a change in the temperature. Be sure that the unit is large enough for the size of the home, the manual should be able to tell you.
- Heat/furnace works, keep it on long enough for you to notice a change in the temperature. Be sure that the unit is large enough for the size of the home, the manual should be able to tell you.
- You have located the furnace filter and know how to maintain it.
- Registers (vents) are not located under thermostat sensors and are clear of debris.
- Air return vent is unobstructed. Ask where it is, most homes have 1, some larger homes and those better designed will have more.
- You understand how to operate the shut-off devices to gas, and propane lines. Ask how.
- Gas fireplace works and you have been shown how to use it.



## **Electrical**

- All interior electrical outlets are working. Use the hair dryer to check. All light switches work as intended.
- You have located the electrical breaker panel and the builder has shown you how to use it.
- The breaker switches in the electrical panel are clearly labeled.
- You have located the main electrical shut-off and have been shown how to use it.
- The electrical amperage entering the home is the size you contracted for.

## **Plumbing**

- You have located the main water shut-off valve and have been shown how to use it.
- You have located the exterior water supply and hose bibs shut-off and know how to prevent pipes from freezing over the winter.
- The hot water heater is the proper size for the home. Check the manual for this detail.
- You have been shown how the hot water heater turns on and off.

## **Other**

- You have obtained an Occupancy Certificate signed by the municipality. This form states that your home meets building code standards and is safe to live in.

## **Owner and Maintenance Manuals**

You have obtained the owner, maintenance and/or care manuals for:

- Countertops and cabinets
- All appliances (fridge, stove, dishwasher, hood, microwave, laundry units, water softener)
- Fireplace unit(s)
- Carpets
- Hardwood and or laminate floors
- Water heater
- Furnace and A/C

# The Deficiency List

Owner's Name:

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Date of Walk-Through:

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## Sticker #- Issue

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