

THE GUARANTEE PLAN FOR NEW RESIDENTIAL BUILDINGS — CONDO

PRE-ACCEPTANCE INSPECTION CHECKLIST

Approved by the Régie du bâtiment du Québec

COMMON PORTIONS

For the common portions¹ of a building held in divided co-ownership

<input type="text"/>		<input type="text"/>
NAME OF CONTRACTOR		BENEFICIARY
<input type="text"/>	<input type="text"/>	<input type="text"/>
RBQ LICENCE NO.	ACCREDITATION NO.	REGISTRATION NO. GIVEN BY THE PLAN MANAGER
<input type="text"/>		<input type="text"/>
ADDRESS AND TELEPHONE NUMBER(S)		BUILDING DESCRIPTION
<p>NOTE TO THE PROFESSIONAL:</p> <p>The professional cannot complete the Declaration of acceptance for the common portions of the building if there is work left to be completed within the common portions of the building, other than minor work. The inspection by the professional is done using this checklist 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.</p>		
<input type="text"/>		<input type="text"/>
CONTRACTOR'S DECLARATION:		DATE OF END-OF-WORK NOTICE
<p>The contractor declares that they have notified all known beneficiaries (co-owners), the co-owners' syndicate as well as the plan manager of the end of work on the common portions related to the building.</p>		<input type="text"/>
<input type="text"/>		NAME OF CONTRACTOR OR REPRESENTATIVE
<input type="text"/>	<input type="text"/>	
SIGNATURE		DATE

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.

EXTERIOR

1 LOT

- Level of the ground surrounding the building (space between the facing and the ground), descending slopes that carry water away from the building¹

2 FOUNDATION

- Foundation walls: insulation, waterproofing, cracks
- Concrete roughcast
- Exterior water valve
- Exterior electrical outlets

3 ROOF

- Membrane or shingles
- Vent outlets and screens
- Attic entrance or access opening
- Gutters (if applicable) or parapets

4 EXTERIOR FACING

- Masonry: joints, weep holes
- Vinyl, aluminium, or wood siding: material and joint alignment
- Acrylic overlay or stucco covering

5 DOORS, WINDOWS, SKYLIGHTS, GARAGE DOORS, AND OTHER OPENINGS

- 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)

6 ACCESS TO THE BUILDING AND STAIRWAYS, TERRACES, OR BALCONIES

- Railing
- Decking, concrete slab, or other
- Electrical system: lighting and electrical outlets
- Plumbing system: water valves

7 CHIMNEY AND EXHAUST DUCTS

- Masonry
- Exhaust trap operation

¹ Landscaping is excluded from the guarantee.

INTERIOR

1 FOYER

- 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, security exit signs, fire exit signs and alarm system
- Plumbing system: sprinklers
- Heating and ventilation system
- Vertical transport systems (e.g. elevators)

2 COMMON HALLWAYS

- 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

3 COMMON AREAS (SWIMMING POOL, EXERCISE ROOM, OR OTHERS)

- 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

INTERIOR - continued

4 PRIVATE STORAGE SPACES (LOCKERS)

- Flooring: concrete and drainage
- Wall covering and ceilings: painted drywall, concrete or fencing
- Access doors and security exit doors: door check, hardware, finish
- Electrical systems: lighting
- Plumbing system: sprinklers
- Heating and ventilation system

5 GARAGE

- Flooring: concrete and drainage
- Wall covering and ceilings: painted drywall, concrete
- Columns and structure
- Access doors and security exit doors: door check, hardware, finish
- 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 BUILDING ACCEPTANCE

THE BUILDING PROFESSIONAL¹ 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 RESERVATIONS²

ACCEPTANCE – WITH RESERVATIONS
(See the list of items to be corrected and/or completed)

NAME OF PROFESSIONAL

TITLE AND NO.

SIGNATURE

DATE

END-OF-WORK DATE

(Applicable only if there is no work to be completed)³

ACCEPTANCE DECLARATION DATE

ANTICIPATED END-OF-WORK DATE⁴

I DECLARE THAT I WAS PRESENT DURING THE WORK ACCEPTANCE INSPECTION

SIGNATURE OF BENEFICIARY
(Syndicate representative)

DATE

SIGNATURE OF BENEFICIARY
(Syndicate representative)

DATE

CONTRACTOR'S SIGNATURE

DATE

1. Building professional: 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.

2. The beneficiary's acceptance with or without reservations concerns only those items that are apparent at the time of building acceptance.

3. Minor work remains to be completed.

4. Date on which all work will be completed, including any minor work that remains to be done.