

BTO Defects Checklist + What You'll Need

Things to prepare beforehand

1. For testing of defects

- ☐ Spirit level
- ☐ Tapping rod/ coins
- ☐ Charger
- ☐ Torchlight
- ☐ Measuring tape
- ☐ Stool/ Ladder

2. For marking out defects

- ☐ Masking tapes
(1 colour for major defects; another colour for minor defects)
- ☐ Phone camera
(to take photo of the defect)
- ☐ Markers
- ☐ Pencil

3. Other important items

- ☐ Official defect feedback form
(to write & submit to your estate's Building Service Centre, BSC)
- ☐ Number locks
(to allow BSC contractors to enter house without your house key)
- ☐ Cleaning materials (to remove debris for easier inspection)

* Tip! Remember to number your defects so that it's easier to refer back to it!

1. Windows

- ☐ Joints of window frames should be neat, gap-free & consistent
- ☐ When closed, no gaps are seen (proper alignment between window & frame)
- ☐ Sealant applied uniformly & neatly with no excess on window pane or frame
- ☐ No visible damage such as cracks, dents, scratch marks on window & frame
- ☐ Lock, knob/handle, latch, hinges & screws should be well-fitted & free from rust, stain, scratch marks and damage
- ☐ Lock, knob/handle, latch should operate smoothly & easily – no squeaking sound
- ☐ No signs of water leakage

2. Doors

- ☐ Joints of door frame to floor and wall should be neat, gap-free and consistent
- ☐ When closed, consistent gap between the door & frame as well as door & floor
- ☐ The mitre joints of the door frame should be neat and consistent
- ☐ The door leaf and frame should not be bent, with no cracks, scratches & dents
- ☐ The painting and varnishing on the door must be uniform and consistent (no excessive brush marks on painted door)
- ☐ The lock, knob/handle, latch, door stopper, door closer, hinges and screws are well-fitted and free from rust and stain
- ☐ For sliding doors, the door should open and close or slide along the track smoothly

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3. Floor Tiles

- ☐ From a distance of about 1.5m, the flooring must be of consistent colour tone throughout
- ☐ No unevenness between adjacent tiles, with no sharp edges detected
- ☐ No visible cracks, chip-offs or scratch marks
- ☐ Joints between tiles should be visibly straight and consistent (*cement grout between ceramic tiles should be of consistent colour*)
- ☐ No hollowness of the tiles

4. Walls

- ☐ Surface should be smooth and free of brush marks (no dampness and patchiness)
- ☐ For tiled wall, the surface should be of consistent tonality
- ☐ Surface of the wall should be free of cracks, peel-offs, chip-offs, blisters & pin-holes
- ☐ Wall edge lines or corners are to be straight and consistent. For tiled wall, the joints are to be straight and consistent.
- ☐ No hollowness of walls

5. Ceiling

- ☐ Surface should be smooth and free of brush marks (no dampness and patchiness)
- ☐ Colour must be uniform and consistent
- ☐ Surface of the ceiling should be free of cracks, peel-offs, chip-offs, blisters and pin-holes
- ☐ The ceiling to wall edge lines/joints are to be straight and consistent

6. Switches

- ☐ No gaps between the wall and switches & power sockets
- ☐ Ensure that the switches and sockets are level
- ☐ Using a charger, check that every power socket has power

7. Bathroom

- ☐ Joint between toilet bowl & wall is neat and consistent
- ☐ Joint between vanity top & tiled wall is neat and consistent
- ☐ Ensure floor trap is aligned to the floor tile
- ☐ Turn on taps and showers, let the water run to ensure that they function with no leak
- ☐ When the water is running, check the basin pipes and pipes joints for leakage, and the basin for choke
- ☐ Flood the toilet floor to check if the drainage system is working
- ☐ Ensure no cracks, scratches or stains on the toilet seat
- ☐ Ensure that the flushing system is functioning well