

## BTO Defect Checklist

Items to check	Living room	Master bedroom	Common bedroom 1	Common bedroom 2
Doors				
Can the keys lock and unlock door and gate easily?				
Can the door and gate open and close smoothly?				
Does the door and gate cause any screeching/ cracking sounds when opened and closed?				
Are door screws tightened?				
Are there rusty parts on the door frames, hinges or locks?				
Are there scratches, cracks or dents on the door?				

Items to check	Living room	Master bedroom	Common bedroom 1	Common bedroom 2
Windows				
Can the keys lock and unlock windows easily?				

Can the windows open and close smoothly?				
Do the windows cause any screeching sounds when opened and closed?				
Are window screws tightened?				
Are there rusty parts on the window frames, hinges or locks?				
Are there scratches, cracks or bubbles on the glass panel?				
Are the window joints sealed properly?				

Items to check	Living room	Master bedroom	Common bedroom 1	Common bedroom 2
Walls				
Is the wall surface even?				
Are there cracks on the wall surface?				
Are there stain marks or patchy				

areas on the wall surface?				
Are the gaps between the wall and flooring consistent?				
Ceiling				
Are there stain marks or patchy areas on the ceiling surface?				

Items to check	Living room	Master bedroom	Common bedroom 1	Common bedroom 2
Flooring				
Is the flooring even?				
Are there cracks on the flooring?				
Are there stain marks on the flooring?				
Are there hollow sounds when you tap on the flooring?				
SCV and telephone outlet				
Is the SCV unit cracked or turn moldy?				
Is the telephone outlet cracked or turn moldy?				

Items to check	Master bathroom	Common bathroom
Doors		
Can the door be locked and unlocked easily?		
Can the door and gate open and close smoothly?		
Are door screws tightened?		
Are there rusty parts on the door frames, hinges or locks?		
Are there scratches, cracks or dents on the door?		
Windows		
Are there rusty parts on the window frames?		
Are there scratches or cracks on the window panel?		
Are the window joints sealed properly?		
Ceiling		
Are there stain marks or patchy areas on the ceiling surface?		

Items to check	Master bathroom	Common bathroom
Wall		
Is the wall surface even?		
Are there cracks on the wall surface?		
Are there stain marks or patchy areas on the wall surface?		

Are the gaps between the wall and flooring consistent?		
Flooring		
Is the flooring even?		
Are there cracks on the flooring?		
Are there stain marks on the flooring?		
Are there hollow sounds when you tap on the flooring?		

Items to check	Master bathroom	Common bathroom
Sanitaryware		
Are there cracks on the basin and toilet bowls?		
Are there debris in the toilet bowls, sink and inside floor trap?		
Is the flushing system functioning properly?		
Is the tap functioning properly?		

Items to check	Kitchen and service yard
Walls	
Is the wall surface even?	
Are there cracks on the wall surface?	
Are there stain marks or patchy areas on the wall surface?	
Are the gaps between the wall and flooring consistent?	

Items to check	Kitchen and service yard
Windows	
Can the keys lock and unlock windows easily?	
Can the windows open and close smoothly?	
Do the windows cause any screeching sounds when opened and closed?	
Are window screws tightened?	
Are there rusty parts on the window frames, hinges or locks?	
Are there scratches, cracks or bubbles on the glass panel?	
Are the window joints sealed properly?	
Laundry rack	
Is the laundry rack installed properly?	

Items to check	Kitchen and service yard
Flooring	
Is the flooring even?	
Are there cracks on the flooring?	
Are there stain marks on the flooring?	
Are there hollow sounds when you tap on the flooring?	
Ceiling	
Are there stain marks or patchy areas on the ceiling surface?	

Other remarks: