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| Projects | Week 1Date Start | Week 2Completion Date | Pending Projects  |
| * Preliminary Works

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Survey and Engineers Report
* Full working drawings
* Contract documentation (HIA or MBA contract recommended)
* Documentation signed off by Client
* Plans go to council for approval (up to 3 months)
* Demolition if required
* Start date (confirm what your builder considers the ‘Start Date’)
* Earthworks/compaction
* Temporary power
* White ant treatment
* Reo positioned
* Plumbing mains and prelay
* Ducted vacuum preliminaries
* Floor safe position confirmed
* Security pre wire
* Concreter- pour slab

Slab down payment* Windows/door frames delivered to site
* Bricks/sand/mortar delivered
* Glass blocks if required
* Lintels delivered
* Scaffold erected
* Brickies complete ground floor brickwork

Plate high (plate ground) payment* Scaffold
* Formwork for suspended slab
* Electrical prelay
* Plumber
* Gas points
* Intercom
* Ducted vacuum
* Penetrations for ducted air conditioning (position required on plan)
* Floor safe position
* Reo positioned
* Pour suspended slab

Suspended slab payment* Windows /door frames delivered
* Bricks/sand/mortar
* Lintels/brickwork
* Brickies finish 1st floor

Plate first payment* Roof timber or steel delivered
* Steel support lintels delivered
* Roof carpenter
* Eaves lining
* Sisalation/anticon if required
* Roof cover delivered
* Fascia on
* Roofing cover on
* Roof plumber- gutters-gutter guard-overflow-down pipes
* Ridge capping

Roof cover payment* Plasterer- upstairs exterior render (if required)
* Painter- upstairs exterior (if required)
* Drop scaffold
* Exterior paint ground floor
* Grey coat internal walls (float)
* Tube out- electrician/plumber
* Ceiling fixer- ceilings in
* White coat interior walls (set)
* Cornices fixed
* Cabinetry measure (kitchen, laundry, bathrooms, built in cabinetry etc)
* Window glaze- Window Company
* Exterior doors/door furniture delivered
* Fixing carpenter-hang doors
* Fix door furniture for exterior door or install temporary locks

Lock-up payment* WC's, spa, bath in (plumber)
* Tiler ......... waterproofing, splash back, brick-ups, wet area floors
* Hang internal doors
* Fix window nosing
* Paint ceilings
* Internal paint of doors and frames + mouldings capping etc
* Grano/hardstand to garage floor
* Balustrade if required (exterior)
* Cabinetry/ kitchen/ vanity/ laundry/ slide out rangehood
* Air con install
* Intercom
* Ducted Vacuum
* Security
* Internal door furniture
* Robe shelves/rails
* Tapware
* Shower screens
* Mirrors
* Bathroom accessories (towel rails/ toilet roll holders)
* Internal balustrade
* Light fittings (bayonet or owner supplied)
* Fly screens
* Insulation
* Internal wall painting (if in contract)
* Main floor cover (if by builder) (skirting?)
* Soak wells
* Paving, crossover
* Oven, hotplate, canopy rangehood (can be put in earlier but are then a security risk)
* HWU
* Final Clean
* Hand over inspection (list create of outstanding items)

Practical completion payment* Bank Cheque or direct deposit if keys required immediately
* Hand over of keys, termite certificate and any additional paperwork/warranty’s
* Complete all items on the handover list

Maintenance* Contract stipulates builder’s maintenance period (min 120 days from Practical Completion)
* Submit a list of defects to be rectified to your builder before the maintenance period expires.
* 7 year structural warranty (WA) includes protection for water ingress regardless of change of ownership

Miscellaneous items to be completed as convenient during the building contract prior to practical completionif they are in your building contract* Patio/gazebo
* Garden walls
* Pool
* Fencing
* Landscaping
* Screen walls
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