

Construction deficiency inspection checklist

General information to help you organise your paperwork. Not legal advice.

Prepare a safe and repeatable inspection

This checklist records observations and limitations. It is not a building-code compliance certificate or a substitute for a qualified specialist. Use a separate sheet for each location and retain the original photographs.

Complaint and item ID: _____

Site and exact location: _____

Inspector qualifications and attendees: _____

Inspection date time and weather: _____

Contract drawing and specification versions: _____

- ☐ Confirm access permission, safe entry and any isolation needed.
- ☐ Agree non-destructive scope; obtain separate authority for opening-up or testing.
- ☐ Get approved details, product instructions and relevant prior inspection records.
- ☐ Identify instruments, calibration status where relevant and measurement units.
- ☐ Record concealed areas, inaccessible locations and missing documents before drawing conclusions.

Record observations before interpretation

Location / ID	Observation and units	Method / photo ID	Requirement compared

Observed condition versus reported condition: _____

Test conditions and result: _____

Alternative explanations to investigate: _____

Limitations and specialist referral: _____

Fictional observation

Record “moisture meter reading [value and scale] at lower left corner, instrument [ID], adjacent control reading [value]” rather than “our flashing failed.” Record the wall assembly and test conditions before interpreting the result.

- ☐ Capture overall context, medium view and detail with scale when safe.
- ☐ Keep annotations on copies and link them to originals.
- ☐ Assign each unresolved issue an owner and next step.
- ☐ Share factual findings and identify anything not inspected.
- ☐ Record the reviewer and any further test authorization before routine destructive work.

Inspection record prepared by and date: _____

Next review and evidence still required: _____

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.