

# AWCINZ Trial Handover Procedure

## HANDOVER PROCEDURE



**Inspection and Acceptance of  
Plasterboard Surfaces Prior to Painting**    Date .... /... / .....

**Project Address** .....

**Builder/Main Contractor** .....**Phone**.....

Works & inspections/assessments to comply with requirements of AS/NZS 2589.

## PROJECT CHECK LIST

### FRAMING/SUBSTRATE/SITE CHECK ('PLASTER READY')

Task	Who	✓ or NA	Initials	Date/Time
Location weather tight <b>(HOLD POINT)</b>	Builder			
Timber framing – Moisture Content Maximum 18% <b>(HOLD POINT)</b>	Builder			
Framing Plumb	Builder			
Framing face alignment L3/4 ±4mm/1.8m or L 5 ±3mm/1.8m	Builder			
Services complete & set within frames	Builder			
Site & location clear & clean (plaster ready)	Builder			

### BOARD INSTALLATION COMPLETE

Task	Who	✓ or NA	Initials	Date/Time
Neat edge & butt Joints	Fixer			
Fasters flush	Fixer			
Control Joints	Fixer			
Back-blocking				
Location Cleaned Up	Fixer			

### STOPPING COMPLETE

Task	Who	✓ or NA	Initials	Date/Time
Dry & sanded	Stopper			
Joint build-up OK	Stopper			
Dust Free & Location Cleaned Up	Stopper			

### STOPPING QUALITY CHECK

Task	Who	✓ or NA	Initials	Date/Time
Lighting Check	Stopper			
* L 5 Option – Skim Coat/Spray	Stopper or			

