

AWCINZ Trial Handover Procedure

HANDOVER PROCEDURE



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

Project Address

Builder/Main ContractorPhone.....

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 (HOLD POINT)	Builder			
Timber framing – Moisture Content Maximum 18% (HOLD POINT)	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			

	Painter				
--	---------	--	--	--	--

REMEDIAL WORKS

Patching or repair work to be carried out below:

Location	Scope of work

Have the above imperfections been satisfactorily rectified? **Yes / No**
 Are there further defects that require rectification? **Yes / No**

Comments:

.....

Note: Defects identified after this inspection may be subject to a variation.

Who	Date	Authorised Signatory
Builder / Supervisor	.../... / ...	Signature
Plastering Contractor:	.../... /...	Signature

