

Defects Checklist – What To Look Out For In Your New Flat

Things to Bring:

1. HDB common defects list
2. Letter from PUB: how to turn on gas/water supply (if you have already opened an account and activate the service)
3. All keys to your new flat: please test EVERY key
4. Door stopper to keep your main door open to “air” the house. Afterall, it has been closed for a few weeks or even months before you opened your door and the air would be very still, stale and stuffy
5. Padlock with spare keys (we used a number lock provided by our ID)
6. Stationery: markers, masking tape, carpenter’s rule, measuring tape
7. Charger to test electrical supply for all sockets (we used our phone chargers)
8. Torch to shine at drainages, hard to see places
9. Hose and pail to test drainage of water from different corners of the toilet
10. Toilet paper/tissue to flush it down your toilet bowls to test the flushing
11. Handwashing liquid for hand-washing (duh!) as well as to squire some into your toilet bowl after you have removed the plastic covering, to prevent breeding of mosquitoes
12. Rags for general cleaning; just in case (not for any major cleaning because you would have to renovate your house!)
13. Stool(s) to reach high places/rest your tired feet
14. Drinks/food just bring plain water to hydrate yourselves, especially if you are going to stay long in your house
15. Mat/Newspapers to put all your stuff on the dirty floor
16. Plastic bags as rubbish bags; remember to tie them and dump in the common rubbish chute

Things to Do:

In general:

- Number your defects on the post-its/masking tape and list them in the same order on the form
- Use masking tape to secure the post-its (if needed)
- Take a photo of the defect
- Write your particulars clearly on the HDB common defects list, especially UNIT no and contact number
- Ask for a photocopy of your list from BSC CSO
- Last tip: do not be too particular about minor defects. I learnt this the hard way when I informed the contractor that the locks for the windows were scratched. They did replace the locks, but the “new” locks also had scratches and it became even harder to lock my windows (still had scratches and can lock, but not as smooth as before)

1. Letter Box

- Ensure that all keys are able to open and lock

2. Gas and water supply (in the riser outside your unit)

- Check that the pipings are properly connected, check for any damage (no leakage etc) to pipings and/or door handle of gas/water housing
- Try turning on and off the supply to your unit

3. Main Gate

- Ensure that all keys are able to open and lock
- Ensure that all the gates are able to be opened fully and smoothly
- Check for damaged, rusty missing or loose hinges and screws
- Check for damaged/missing/loose unit number plate

4. Main Door

- Ensure that all keys are able to open and lock
- Ensure that the door handle is functioning and door is able to open fully
- Check for door cracks/scratches/damage
- Check for damaged, rusty missing or loose hinges and screws
- Ensure that the peep hole is not blurry or scratched
- Ensure that the gap between the floor and the door is even and not too wide (if you have flooring done)

5. Circuit board Cupboard

- Check for any damage on the circuit board
- Ensure switches are functioning
- Check for damaged, rusty missing or loose hinges and screws

6. Bomb Shelter

- Ensure that the door handle is functioning and door is able to open fully
- Check for door cracks/scratches/damage
- Check for damaged or rusty hinges, missing or loose screws
- Ensure that the gap between the floor and the door is even and not too wide (if you have flooring done)
- Ensure tiles are even
- Check for hollow tiles (if applicable. We used a small hammer. You can use a coin if preferred)
- Check all electrical sockets are functional

7. Living Room/Bedrooms/Master Bedroom/Kitchen

- Ensure that all keys are able to open and lock
- Ensure that the door handle is functioning and door is able to open fully
- Check for door cracks/scratches/damage
- Check for damaged or rusty hinges, missing or loose screws on the door
- Ensure that the gap between the floor and the door is even and not too wide (if you have flooring done)
- Ensure that there are no cracks on walls, tiles and skirting (if applicable)
- Ensure tiles are even
- Check for hollow tiles (if applicable. We used a small hammer. You can use a coin if preferred)
- Check all electrical sockets are functional
- Ensure that all the windows able to open, close and lock fully
- Check for damaged, rusty missing or loose hinges, screws and handles on the windows

8. Kitchen

- Ensure that there are no cracks on walls and tiles
- Ensure tiles are even
- Check for hollow tiles (if applicable. We used a small hammer. You can use a coin if preferred)
- Check all electrical sockets are functional
- Wet the toilet floor and see how fast it takes to dry and if there are any spots where the water would pool (the gradient of the tiles is supposed to be slanted towards the drainage).
- Shine the torch into the drainage and check that there are no debris in the pipes below

9. Service Yard

- Ensure that there are no cracks on walls, tiles and skirting (if applicable)
- Ensure tiles are even
- Check for hollow tiles (if applicable. We used a small hammer. You can use a coin if preferred)
- Check all electrical sockets are functional
- Shine the torch into the drainage and check that there are no debris in the pipes below
- Ensure that the tap is able to be opened and closed smoothly
- Check pressure of the water
- Check if you are able to open, close and lock the service yard door
- Check for damaged, rusty missing or loose hinges, screws and handles
- Ensure that the side window panes are able to open and close fully; glass panes not loose or cracked
- Check that the clothes drying rack is able to be moved up and down smoothly and that the hook for the rope is installed securely
- Ensure that the clothes drying rack outside the service yard is securely installed

10. Toilets

- Check for water supply and pressure from the sink and any pipes (e.g. from shower finishings)
- Flush the toilet to check the pressure of its flush as well as how long it takes for the water tank to be filled
- Ensure that there are no cracks on walls and tiles
- Ensure tiles are even
- Wet the toilet floor and see how fast it takes to dry and if there are any spots where the water would pool (the gradient of the tiles is supposed to be slanted towards the drainage)
- Shine the torch into the drainage and check that there are no debris in the pipes below