

Annexure-XI
Occupancy Checklist

ITEM	As Per Building Plan				Remark by authorized representative
	Yes	No	Non applicable	Applicable	
1. Number of floors	yes				
Building height	yes				
2. External Setbacks					
3. Building Line, if any	yes				
4. Parking space provision	yes				
5. Abutting road width	yes				
6. FAR	yes				
7. Coverage percentage					
8. Tree Cover	yes				
9. Water harvesting structures	yes				
10. Land if required to be surrendered					
11. Lift/s, water pumps and storage tanks	yes				
12. Internal roads /paving					
13. Parking areas and external lighting	yes				
14. Lightening arrestors					
15. Fire Fighting installations					
16. Lifts	yes				
17. Water pump	yes				
18. Drainage and arrangement for waste water and sewage disposal					
19. Copy of agreement with the apartment Owners' Association/Society					
20. Implementation of Life Safety provisions as mentioned in National Building Code 2005(Group-1 Part-W Fire and Life Safety-4)	yes				
21. NOC from Fire Service Department					

Quality Checklists for Building Works

ITEM	As Per Building Plan				Remark by authorized representative
	Yes	No	Non applicable	Applicable	
1) EXCAVATION & PCC					

A. Pre Excavation

1. Construction Drawings

Yes

indicating levels available at Site

2. Proper safety precautions taken

Yes

for site and public

3. Precautions taken for dewatering

Yes

and protecting site from flooding

Yes

4. Dumping ground established

Setting out and levels as per

drawings

5. Intermediate levels checked

B. Post Excavation

1. Characteristics of excavated strata

noted and deviations informed

2. Appropriate shoring and

shuttering done

Yes

3. Final excavation levels, surface

inspected and approved

4. Anti-Termite Treatment has been done post excavation

Yes

2) PLAIN CEMENT CONCRETE WORKS**A. Pre-concreting**

1. All levels and dimensions checked for correctness

Yes

2. Shuttering is as per plan and has no gaps in between

Yes

3. All materials are of specified brand and grade

Yes

B. During Concreting

1. Mixing of concrete has been done as specified

Yes

2. Slump and other tests carried out as specified

3. Slump and other tests carried out as specified

4. Required number of Samples have been taken for carrying out slump tests, cube tests etc

C. Post Concreting

1. Concreting has been done as per specified line and level

Yes

2 Curing has been done as specified					
3 Compaction has been done Properly					
4 Remedial measures taken for removal of defects					

3) ANTI TERMITE TREATMENT (ATT)

1 Chemicals for ATT are as per Specifications					
2 Chemicals in use are within the expiry date.					
3 Sufficient quantities of chemicals are available at site for ATT.					
4 Safety precautions have been taken for carrying out ATT and storage of Chemicals					
5 Record of consumption maintained at site					

4) BACKFILLING

1. Filling material/ earth is as per specification					
2 Anti-termite treatment has been carried out before commencement of backfilling					
3 Filling has been done in layers of 300 mm, watered and compacted as per specifications					
4 Proper compaction method has been adopted					
5 Filling has been done to the required levels					

5) REINFORCED CEMENT CONCRETE WORKS

A. Pre-concreting

1 All specified materials available at site	yes				
2 Cement is of the required grade and not more than three months old.	yes				
3 Shuttering checked for Staging & Propping, line & level, dimensions cleaning etc and its quality approved	yes				
4 Application of oil & grease carried out					
5 Mixer/Vibrator as specified available at site with adequate means to run them during concreting	yes				
6 Cut-out & Sleeves/Inserted					
7 Surface of reinforcement is clean and free from rust					
8 Bars have been provided as per structural drawings	yes				
9 Lap length & dowels provided as per codal provisions	yes				
10 Pin bars & chairs/cover blocks provided as per requirements					
11 Tying of bars has been done Correctly	yes				

12 Service lines (Electrical, Plumbing, Others) if any, provided before commencement of concrete

B. General Arrangement

1 Availability Arrangement of pumps etc. proper access & walkway checked

Yes

2 Adequacy of vibrators needle including diesel vibrator

Yes

3 Slump cone & test cubes made

4 Safety and health measures taken before commencement

Yes

C. During Concreting

1 All necessary precautions taken before commencement of concreting

2 Samples of taken for slump cube tests etc for each batch

3 Proper Compaction done and checks on Staging & Scaffolding carried out

4 Covering of green concrete carried out

5 Surface finish checked

6 Construction joints provided

D. Post Concreting

1 De-shuttering started on Vertical faces Other faces carried out as per codal provisions

Yes

2 Proper curing of concrete carried Out

3 Line & Level of surface checked for correctness

4 Defects, notified and removed

5 Cube and other test results will be intimated to the engineer in charge for further action

6) MASONRY, MORTAR AND PLASTER

A. Pre-Masonry Work

1 Availability of material as per daily requirement checked

Yes

2 Quality check for bricks blocks/sand cement carried out

Yes

3 Provisions kept for electrical and other services

Yes

B. During masonry work

1 Checking for line level right angle carried out

Yes

2 Mortar checked for mix proportion

Yes

3 Proper raking of joints

Yes

4 Seismic bands provided as per zonal requirements

Yes

C. Post masonry

Check cleaning of dead mortar and broken bricks/ blocks etc.

2 Curing carried out as per requirements

D. Plastering/Pointing

1 Mortar for plastering as specified for each side of wall

yes

2 Quality of cement and sand checked

yes

3 Curing work done as per requirement

yes

4 Preparation of surface

yes

E. During Plastering

1 Mortar mixing in tray

yes

2 Addition of water proofing compound

yes

3 Proper roughing of first coat

yes

4 Check for collection of mortar Spills

5 Cleaning of dead mortar

yes

6 Check of waviness

7 Check for grooves/ drip moulds

8 Application of cement slurry on concrete surface

F. After Plastering

1 Curing

yes

2 Check for hollowness

yes

3 Check for cracks

yes

4 Check for diagonal

5 Lime wash after 3 days (within 5 days in case of neeru application)

6 Safety and health measures

7) WATER PROOFING

1 Surface for waterproofing has been prepared and cleaned

yes

2 Safety measures/ precautions taken before commencement of works

yes

3 Specified type of water proofing Used

yes

4 Specified material used for waterproofing

yes

5 The material used was as per specification

yes

6 Work has been carried out as per specifications by the department/ specialized agency					
8) IPS/TILE FLOORING AND DADO					
1 Layout of floor checked and proper slopes for draining water are maintained specially in bath room and toilet.	Yes				
2 Thickness bases at GL checked of different floor	Yes				
3 Check for proper back filling under floor done	Yes				
4 Metal/glass strips laid properly in IPS flooring					
5 Curing of IPS Flooring done as per requirements	Yes				
6 Dado provided as per required height	Yes				
7 Cleaning and finishing done	Yes				
9) PLUMBING & WATER SUPPLY					
1 GI/CI/HDPE pipes etc. confirms to relevant IS codes	Yes				
2 Pipes of required diameter and their fittings used					
3 Plumbing and Water Supply work carried out through a licensed plumber	Yes				
4 Works done as per specification	Yes				
5 Plumbing and Water Supply works tested on completion -					
6 Defects rectified					
10) INTERNAL ELECTRICAL WORKS					
A. GENERAL					
1 Layout plans: showing the position of L.T Panels/ distribution board, lighting fixtures, lighting distribution, scheme, receptacles, etc available before commencement of work	Yes				
2 All the following items are as per specification and of approved makes	Yes				
L T Panels/ Distribution Boards Lighting Fixtures Conduits, including accessories Receptacles					