



PRACTICAL COMPLETION CHECKLIST

Fictitious workplace	UP Building and Construction PTY Ltd
Date of review	22/11/2021

Details of the Building and Construction Project

Name of building and construction project	Granny flat	
Overview of this project	Build a 60 m ² granny flat in the owner's backyard.	
Project site address	15 Boronia street Springwood [YOUR STATE]	
State/territory	[YOUR STATE/TERRITORY]	
Conditions for verifying Practical Completion	All works have been completed as per the contract terms and conditions. Granny flat is habitable	
Checklist items:	YES/NO	Comments
1. Site equipment has been removed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Site is clear and clean of rubbish
2. Utilities are available for use	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Water and power connected and usable
3. All site hazards have been removed	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Site is clear and clean of rubbish
4. Schedule for outstanding works has been arranged	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Email to client request for meeting has been conducted
5. Notice of Anticipated Practical Completion has been submitted	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Email will be sent to client requesting practical completion.