

***CONSTRUCTION RISK CHECKLIST > Post-construction > Walkthrough  
Completed and Practical Completion Certificate Signed***

**Don't Skip the Final Walkthrough**

The completion of a project is one of the most important stages of the entire build. Yet many builders rush through handover, missing an opportunity to identify concerns, confirm client satisfaction and formally document the condition of the works.

A structured walkthrough with the client helps ensure both parties have the same understanding of what has been completed, what (if any) minor items remain outstanding and whether the project has reached practical completion.

Just as importantly, it provides an opportunity for the client to raise concerns while they can still be easily addressed.

**Practical Completion Checklist**

- 1. Conduct a site walkthrough with the client.**
- 2. Check all contracted works have been completed.**
- 3. Identify any minor defects or incomplete items.**
- 4. Create a written defects or snag list if required.**
- 5. Take photographs of the completed works.**
- 6. Provide warranties, manuals and handover documents.**
- 7. Confirm keys, remotes and access devices have been handed over.**
- 8. Record any agreed outstanding items and completion dates.**
- 9. Obtain client acknowledgement of practical completion.**
- 10. Have a Practical Completion Certificate (or similar document) signed.**

The walkthrough should be documented. This may include photographs, meeting notes, a defects list and a Practical Completion Certificate signed by both parties.

The certificate is particularly important because it creates a clear record of when practical completion was achieved. This can affect final payments, retention releases, defects liability periods, insurance arrangements and contractual obligations.

A signed document does not prevent future issues from being raised, but it does provide valuable evidence that the client inspected the works and accepted that the project was substantially complete at the time of handover.

The most successful builders treat handover as a formal process rather than a quick site visit. Because a properly documented completion meeting can prevent many of the disputes that arise after your team have left the site.