

Pre-assessment checklist

The following checklist is for homeowners who are completing work themselves or for a suitably qualified person to complete the required work.

Name of owner:

Address of dwelling:

	YES	NO	N/A	Work completed by owner/LBP
Have you verified the moisture levels in the framing?				
Have you cleaned out your cladding system cavity?				
Have you re-installed insulation in the walls?				
Have you re-installed insulation in the subfloor?				
Have you re-instated internal linings (including brace elements) to original status?				Suitably qualified person only
Have you replaced all fixtures for bathrooms/kitchens/washing machine etc. and are these sealed?				
Have you received a PS3 producer statement for your internal membrane? (i.e wet area shower) You can find more information on www.building.govt.nz				Certified applicator only
Have you re-instated the existing solid fuel burner in the same location? Note: Changing the make and model will require building consent approval.				
Have you re-instated domestic smoke detectors within 3m of sleeping spaces?				
Have you received a Certificate of Compliance (CoC) from your electrician?				
Have you received a Record of Works from your licensed building practitioner?				

Important Information

- All work completed by a suitably qualified person must be signed off and the record of works submitted to Council on completion to remove a red or yellow sticker on the property.
- All electrical work must be signed off by a registered electrician and a **Certificate of Completion (Energy Works Certificate for electrical) supplied and submitted to Council**. Your registered electrician will issue this certificate.
- If you install a waterproof membrane (tanking) to a wet area shower or bathroom this also must be completed by an approved installer who will provide a **producer statement that will be submitted to Council along with the Licensed Building Practitioner record of works**.