PRE-HANDOVER INSPECTION REPORT

Property condition

Sample unit A-204

Punta Cana / Stated area: 120 m² / 2 bedrooms · 2 bathrooms

AT A GLANCE

Three items need correction and three need further checks. They do not all have the same impact.

03	03	02
Correct	Verify	No issues noted
Observed condition	Testing or diagnosis needed	Limited to what was checked

WHAT TO DO FIRST

1. **Address the water-related items**

   Repair the drip under the sink and the open shower seal. Investigate the stain beside the window before repainting.

2. **Complete the checks**

   Confirm how the A/C drains and check the balcony door seal. Appearance alone does not establish a fault.

3. **Agree on the finish repairs**

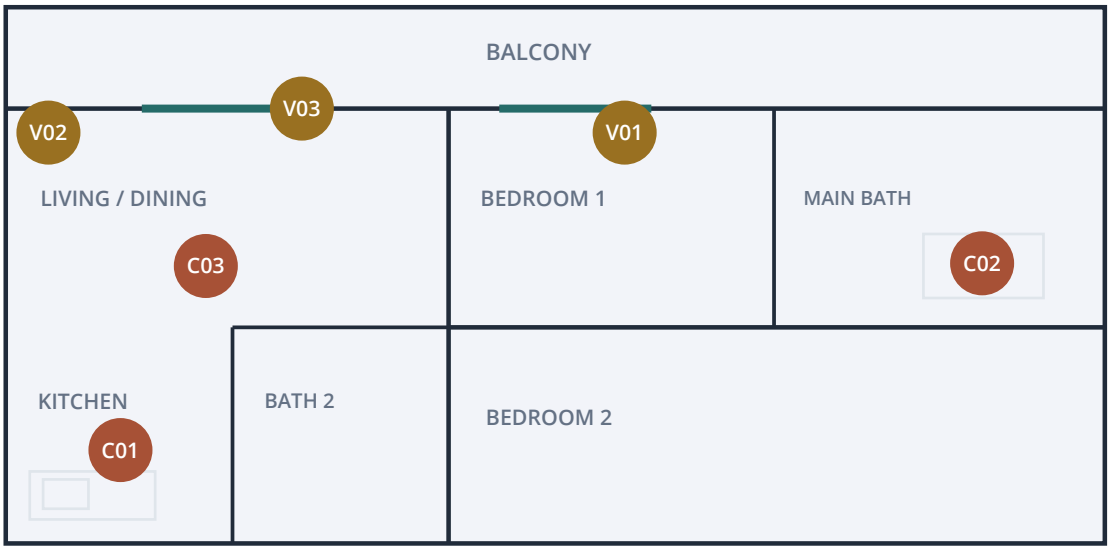
   Repair the chipped tile edge and record the work. A finish defect does not, by itself, indicate a structural problem.

About this sample. A fictional example, not an actual site visit. The drawings illustrate the observations and do not replace site photographs. No signature or technical certification.

FINDING LOCATIONS AND REPORT GUIDE

Where each finding is located

Not to scale. This sketch shows only the fictional layout used in this sample.



Tap a code to open its finding. Select "Back to map" to return.

CODE	CONDITION	ASSESSMENT	QS ACTION TIMING	PAGE
C01	Kitchen drain drip	Correct	**Priority**	03
C02	Open shower seal	Correct	**Priority**	04
C03	Chipped tile edge	Correct	**Can be scheduled***	04
V01	Stain beside window	Verify	**Priority**	05
V02	A/C drain routing	Verify	To be determined	06
V03	Gap in balcony door seal	Verify	To be determined	06

QS ACTION TIMING / WHEN TO ACT

Immediate	Apparent significant risk: secure the area and assess before using the affected item.
Priority	Correct or investigate before normal use to prevent damage or a significant restriction on use.
Can be scheduled	Minor item with no safety or use impact. Agree in writing on who will act, the date and verification.

To be determined: further checks are needed to assign timing; this does not mean low urgency. ***C03:** only the finish repair can be scheduled, once sharp edges or loose tiles are ruled out. The apparent height difference needs a separate assessment.

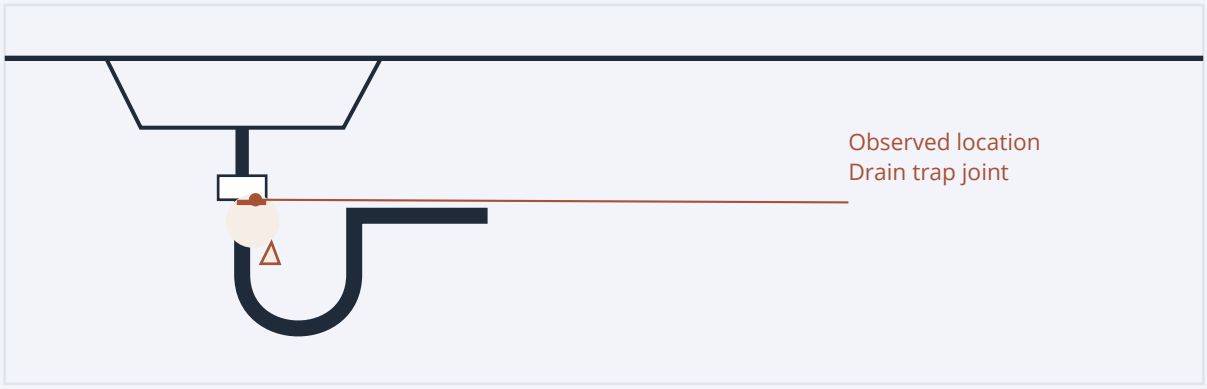
C01 / KITCHEN

CORRECT

QS ACTION TIMING / PRIORITY

Drip under the kitchen sink

The connection leaks when the sink drains. Repair it before normal use to prevent further wetting of the cabinet.



KITCHEN / UNDER SINK

Illustration of the inspection point. This is not an inspection photograph.

OBSERVATION

A drop forms at the drain trap joint when the sink drains. Water is present at the cabinet base. The test identifies a visible leak at this joint; it does not establish the condition of the rest of the installation.

REQUESTED WORK

Check the joint, repair the affected component and dry the cabinet. If the cabinet board is swollen or damaged, document that damage and specify its repair separately.

CLOSE-OUT CRITERIA / FOR THE TECHNICIAN

Repeat the drain test with the area dry. Check the joint during and after the test, recording the duration and conditions. Close C01 only if no drip recurs at the joint checked.

Evidence: overview photo + joint close-up + test record.

C02 AND C03 / LOCALIZED REPAIRS

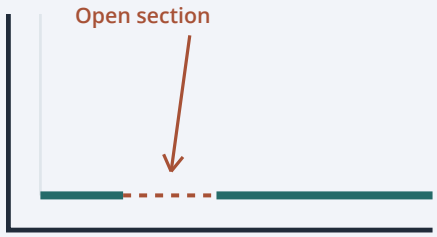
Seals and finishes

Two different conditions: an open joint and a damaged finish. Each needs its own solution.

C02 / CORRECT

QS ACTION TIMING / PRIORITY

Open shower seal



What we see
An open section of sealant at the joint between the wall and shower tray.

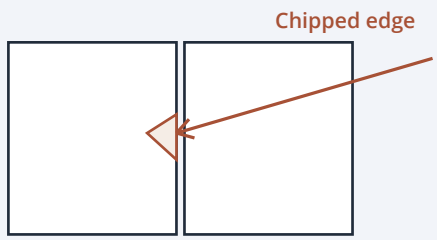
What it means
The seal is incomplete. A leak has not been confirmed, and the concealed waterproofing has not been assessed.

Action and close-out. Confirm the intended detail, renew the section to suit the system and allow the product to cure. Check continuity and adhesion, then carry out the agreed use test. Do not seal an intended drainage opening.

C03 / CORRECT

QS ACTION TIMING / CAN BE SCHEDULED*

Chipped tile edge



What we see
A localized chip on the edge of a living room tile.

What it means
*The finish repair can be scheduled once sharp edges or loose tiles are ruled out. Any height difference needs a separate assessment.

Action and close-out. Repair or replace to achieve the agreed finish. Measure the apparent height difference between tiles and compare it with the specification before calling it out of tolerance.

V01 / MAIN BEDROOM

VERIFY

QS ACTION TIMING / PRIORITY

Stain beside the window

The finish is damaged, but the cause is not yet known. Establish the cause before treating this item as resolved.

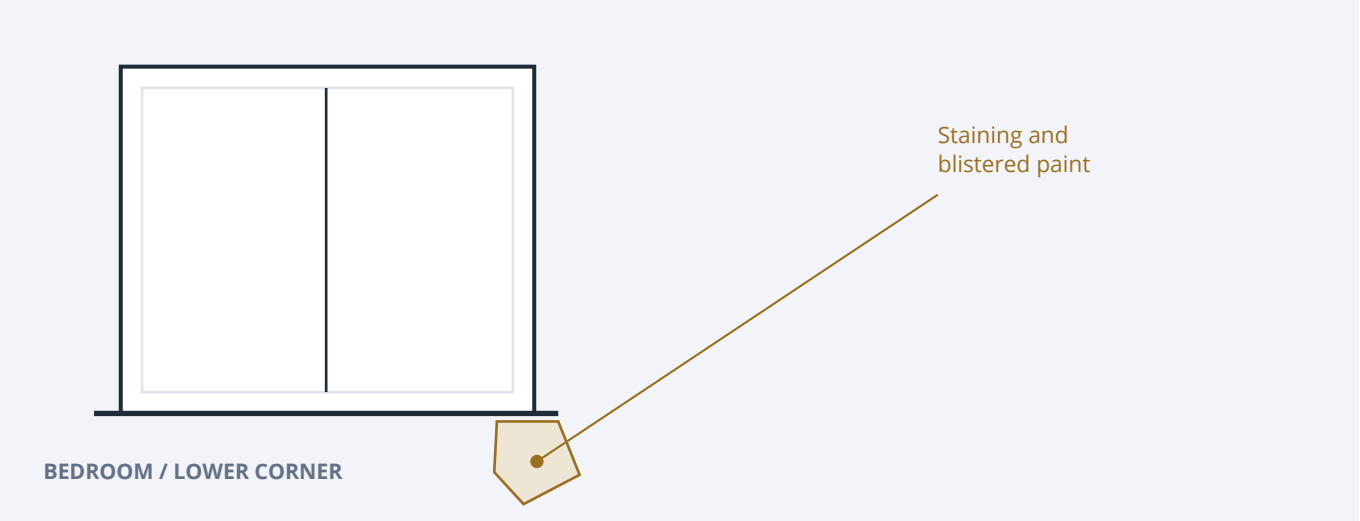


Illustration of the affected area. It does not establish the cause of the stain.

WHAT WE SEE

Yellowish staining and blistered paint at the lower corner of the window opening. No moisture readings or test reproducing water entry are provided.

Not yet established: an active leak, mold or structural damage. The stain should not be classed as normal, and repainting alone is not grounds to close the item.

REQUESTED CHECKS

Check joints and seals; record the history and any rain or use conditions. For moisture readings, record the instrument, material, test locations and comparison area. Extend the assessment if the cause remains unclear.

Close-out: document the identified cause and required work; repeat the relevant check and inspect the finish. If the cause remains unknown, keep V01 open with a defined next step.

V02 AND V03 / PENDING CHECKS

Verify before correcting

An unusual appearance may reflect the installed design. Testing determines whether action is needed.

V02 / VERIFY

QS ACTION TIMING / TO BE DETERMINED

Air conditioner drainage



Configuration to be confirmed

Observation
The visible section appears to rise. The full route and the presence of a condensate pump are unknown.

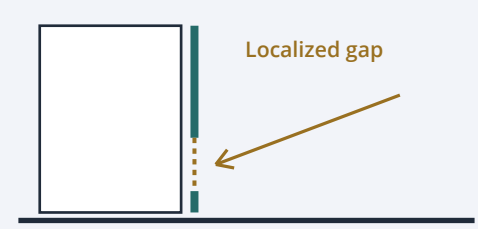
Technical check. Identify the unit and drainage system. Compare the arrangement with its specific manual and test drainage while the unit runs. A rising section alone does not establish a fault if a suitable pump is installed. [2]

Close-out: record the configuration and test result. Correct only what is incompatible with the system or does not function.

V03 / VERIFY

QS ACTION TIMING / TO BE DETERMINED

Balcony door seal



Observation
A localized gap in the lower seal. Water or air leakage and the factory detail have not been confirmed.

Action and close-out. Compare with the manufacturer's detail, check alignment and operate the door. Adjust if needed. Keep factory drains clear. Water or air tightness requires an appropriate test; a photograph alone cannot establish it.

NORMAL CONDITIONS AND COVERAGE

We also record what works

These two entries are additional examples. They do not mean that the entire property has “passed.”

N01 / NO OPERATIONAL ISSUES NOTED

Bedroom 2 interior door. In this example, it opens and closes without noticeable rubbing, and the latch engages. No adjustment is proposed. This result applies only to the operation checked.

N02 / INTENDED DESIGN FEATURE

Frame drainage openings. When identified as manufacturer-designed water outlets, these are not defects or “gaps to seal.” In this example, they are assumed to be identified and clear. Keep them unobstructed. [1]

WHAT THIS EXAMPLE COVERS

ITEM	BASIS OF REVIEW	RESULT
Kitchen drain	Drain test and observation of accessible joint	C01
Shower and floor	Visual check of joint and tile edge	C02 / C03
Window and finish	Visual check; cause not diagnosed	V01
A/C and balcony	Route or detail unconfirmed; testing pending	V02 / V03
Interior door and drains	Assumed operation / design identification	N01 / N02
Electrical systems	Not covered in this sample	Not assessed
Structure, roof and common areas	Outside the scope of this example	No conclusion

Important: “not assessed” does not mean “free of defects.” An actual inspection report must record all items within the agreed scope, including those with no issues noted.

CORRECTIVE ACTION TRACKING

What is pending and how it closes

Initial status of this sample. No item is presented as repaired or verified by QS.

ID	REQUESTED ACTION	PROPOSED RESPONSIBILITY	STATUS
C01	Repair joint and repeat drain test	Plumber	Open
C02	Restore seal to suit the system	Shower installer	Open
C03	Repair tile edge; check finish	Finishing contractor	Open
V01	Identify cause before repainting	Supervisor + relevant specialist	To be verified
V02	Confirm drain route and test drainage	A/C technician	To be verified
V03	Confirm detail, adjust if needed and test	Door installer	To be verified

Dates and responsibilities are confirmed with the builder. Repair deadlines are not assigned until the required work is understood.

EVIDENCE DETERMINES THE STATUS

01 **Open**

The finding has been recorded.

02 **Work reported**

The contractor reports the work and provides evidence.

03 **Verified by QS**

QS checks the close-out criteria and records the date and result.

If a check confirms a normal condition: record the basis and close as “Verified - no defect.” Do not record a repair that was not needed. If the test fails, keep the item open.

TECHNICAL RECORD AND INTERPRETATION

What the conclusions cover

A useful report distinguishes what was observed, what was measured and what still needs to be checked.

DOCUMENT CONTROL

FIELD	SAMPLE RECORD
Reference and version	QS-DEMO-001 / Rev. 05 / issued November 18, 2026 / English edition
Example property	Sample A-204, fictional project, Punta Cana; stated area: 120 m²
Visit and inspector	No site visit. No assigned inspector, signature or claimed credentials.
Assumed access	Unoccupied unit; interiors and balcony accessible; water and electricity available.
Readings and photographs	No instrument readings or site photographs. Drawings are illustrative.

HOW TO INTERPRET THE FINDINGS

Correct identifies an observed condition requiring action. **Verify** means more evidence is needed to establish the cause or next action. **No issues noted** applies only to the item and test performed. A finish defect remains a defect; being minor does not make it “normal.”

This review does not include opening walls or pipes, structural calculations, certification of installations or a guarantee against hidden defects. If an immediate risk is identified during a visit, it is communicated promptly with the appropriate protective action.

Items that can be scheduled may be addressed through a written correction plan if the outstanding items, taken together, allow safe intended use. Handover is agreed between the parties; QS provides technical judgment and records what remains open.

TECHNICAL REFERENCES

[1] PNNL / Building America Solution Center. Intended window drainage: do not seal water outlets. View guide.
[2] Daikin, FWXT-ATV3C manual, section 2.8. Example of pumped drainage overcoming a rise. View manual. This equipment is not identified as installed in the example property; use the manual for the actual installed model.