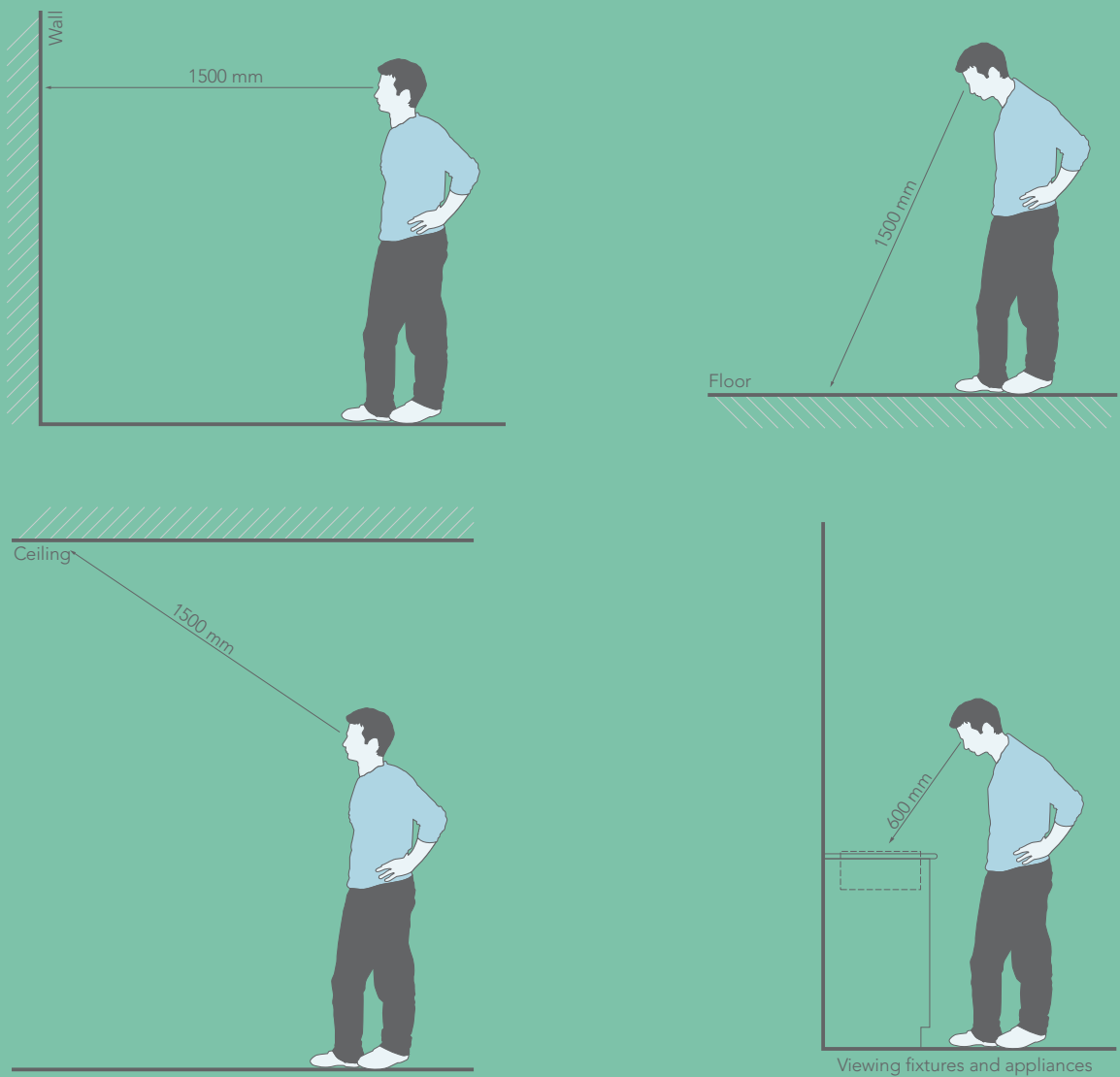


How to inspect defects

Viewing and inspecting distances

Generally, variations in the surface colour, texture and finish of walls, ceilings, floors and roofs, and variations in glass and similar transparent materials are to be viewed where possible from a normal viewing position. A normal viewing position is looking at a distance of 1.5m or greater (600 mm for appliances and fixtures) with the surface or material being illuminated by ‘non-critical light’. Non-critical light means the light that strikes the surface is diffused and is not glancing or parallel to that surface.



In accordance with VBA Guide to Standards and Tolerances
vba.vic.gov.au/building/building-resource-hub/publications

90-day maintenance checklist

Address (incl. lot no#): _____
Primary contact name: _____
Number : _____
Email: _____
Property Manager details (if applicable): _____

Item	Location	Description	Builder use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

Minor items that generally may require review at 90 day maintenance inspections

• Loose door handles

Door/window operation

Cabinetry adjustments

If you need additional space, please print a copy from your digital version of the *Handover Guide*. At 90 days post settlement please identify any outstanding defects and send to support@siennagroup.com.au and cc.officerenquiries@development.vic.gov.au

Homeowner Acknowledgement Form

Site Address: _____

Owners Name: _____

I/We _____
PRINT NAME(S)

the owner(s)/purchaser(s) of the above listed property, acknowledge that I/we have been fully informed by Sienna Building Pty Ltd, in relation to:

- The Termite Treatment Warranty Form– USB
- CSIRO Foundation Maintenance Letter – USB
- Home Maintenance Recommendations & Forms – on USB
- Certificate of Occupancy – on USB
- Compliance Certificates – on USB
- Solar Panel Handover Information – on USB
- Windows & sliding doors Key/s – inside pack
- Entry door and garage access door Key/s – inside pack
- Garage Door Warranty / Remotes – inside pack
- Letter Box Key/s – inside meter box
- NBN box (if applicable) key – inside pack

I/We have received our Handover Kit and USB containing documents and are satisfied with the information provided.

Homeowner 1 Signature: _____ Date: _____

Homeowner 2 Signature: _____ Date: _____
(if applicable)

I, _____ have provided all relevant documentation relating to the above-named property.

Site Manager's Signature: _____ Date: _____

Sienna Homes
Address: 3 Corporate Avenue, Rowville VIC 3178
Phone: (03) 8685 8115
www.siennahomes.com.au

Maintenance Inspection Request Form

Client Name: _____

Date: _____

Property Address: _____

Mobile Phone: _____

Email: _____

List of items for Maintenance review:

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____

Please scan and email this form to support@siennagroup.com.au or forward by post to:
PO Box 2334, Rowville VIC 3178.