SettleJoy／安喜鑰

新屋交屋驗收　New home handover

https://settlejoy.pages.dev/new-home-handover-checklist?utm_source=printable

地址／Address：_____　　日期／Date：_____　　姓名／Name：_____

■ 大門／玄關

Entrance

- ☐ 大門開關順暢、不卡門不磨地
  Front door opens and closes smoothly, no rubbing
- ☐ 每把鑰匙、門卡或密碼都能開鎖
  Every key, card or code opens the lock
- ☐ 門框與牆面交接處無裂縫、填縫完整
  No cracks where the door frame meets the wall
- ☐ 門扇、門框表面無刮傷凹痕
  Door and frame free of scratches and dents
- ☐ 門鈴／對講機可正常使用
  Doorbell / intercom works

■ 客廳／餐廳

Living / dining room

- ☐ 牆面無裂縫、破洞、汙漬，油漆均勻
  Walls have no cracks, holes or stains; paint is even
- ☐ 天花板無水漬、裂縫
  Ceiling has no water stains or cracks
- ☐ 地板無破損、刮痕或空鼓
  Floor not cracked, chipped, scratched or hollow-sounding
- ☐ 彈珠放地上不會明顯快速滾動（粗略看水平）
  A marble doesn't roll away fast (rough level check)
- ☐ 房門、門把、門鎖正常
  Room door, handle and lock work
- ☐ 窗戶開關上鎖順暢，紗窗、窗簾正常
  Windows open, close and lock; screens and blinds OK
- ☐ 窗框四周無滲水痕、無發霉
  No leak marks or mould around window frames
- ☐ 插座有電、接線正確
  Sockets are live and wired correctly
- ☐ 踢腳板、收邊條完整
  Skirting boards and trims intact
- ☐ 燈具與開關正常
  Lights and switches work

■ 臥室（每間）

Bedroom (each)

- ☐ 牆面無裂縫、破洞、汙漬，油漆均勻
  Walls have no cracks, holes or stains; paint is even
- ☐ 天花板無水漬、裂縫
  Ceiling has no water stains or cracks
- ☐ 地板無破損、刮痕或空鼓
  Floor not cracked, chipped, scratched or hollow-sounding
- ☐ 彈珠放地上不會明顯快速滾動（粗略看水平）
  A marble doesn't roll away fast (rough level check)
- ☐ 房門、門把、門鎖正常
  Room door, handle and lock work
- ☐ 窗戶開關上鎖順暢，紗窗、窗簾正常
  Windows open, close and lock; screens and blinds OK
- ☐ 窗框四周無滲水痕、無發霉
  No leak marks or mould around window frames
- ☐ 插座有電、接線正確
  Sockets are live and wired correctly

- [ ] 踢腳板、收邊條完整
  Skirting boards and trims intact
- [ ] 燈具與開關正常
  Lights and switches work

■ 廚房

Kitchen

- [ ] 水槽排水順暢、下方管線無滲漏
  Sink drains well, no leaks underneath
- [ ] 龍頭冷熱水都正常出水
  Hot and cold water both work at the tap
- [ ] 檯面無缺角、裂痕、燙痕，與牆面填縫連續
  Worktop has no chips, cracks or burn marks; sealant is continuous
- [ ] 櫥櫃門片、鉸鍊、抽屜開關順暢且對齊
  Cupboard doors, hinges and drawers work and line up
- [ ] 抽油煙機／排風正常
  Cooker hood / extractor works
- [ ] 爐具、烤箱可啟動
  Hob and oven switch on
- [ ] 廚房插座有電
  Kitchen sockets are live
- [ ] 設備品牌型號與合約設備表相符
  Appliances and fittings match the specification list

■ 浴室（每間）

Bathroom (each)

- [ ] 地面排水順暢、無積水
  Floor drains well, no standing water
- [ ] 排水口無異味
  No drain smells
- [ ] 馬桶沖水、補水正常且固定不晃
  Toilet flushes, refills and is firmly fixed
- [ ] 洗手台排水順暢、下方無滲漏
  Basin drains well, no leaks underneath
- [ ] 淋浴／浴缸冷熱水與水壓正常
  Shower / bath: hot and cold water and pressure OK
- [ ] 磁磚無破裂、缺角、鬆動或空鼓
  Tiles not cracked, chipped, loose or hollow
- [ ] 矽利康填縫完整、無發霉
  Silicone sealant intact, no mould
- [ ] 抽風機運轉正常
  Extractor fan works
- [ ] 淋浴拉門／隔屏開關順暢、膠條完整
  Shower screen or door closes properly, seals in place
- [ ] 天花板維修孔可開啟、內部無水漬
  Ceiling access hatch opens; no water marks inside

■ 陽台／工作陽台（每間）

Balcony / utility area (each)

- [ ] 地面排水順暢、無積水
  Floor drains, no standing water
- [ ] 欄杆牢固
  Railings are firm
- [ ] 洗衣機給水、排水位置正常
  Washing-machine water supply and drain are in place

- [ ] 落地門窗推拉順暢、可上鎖
  Balcony door or window slides and locks
- [ ] 熱水器安裝與排氣看起來正常
  Water heater / boiler looks properly installed and vented
- [ ] 牆面、天花板無水漬或白華
  No damp stains or white salt marks on walls or ceiling

■ 全室共通

Whole home

- [ ] 電箱迴路有標示、漏電斷路器測試鈕會跳脫
  Breaker panel is labelled; RCD / GFCI test button trips
- [ ] 偵煙器（及法規要求的一氧化碳警報器）在位且可運作
  Smoke alarms (and CO alarms where required) present and working
- [ ] 拍下電表、水表、瓦斯表讀數
  Meter readings photographed (electricity, water, gas)
- [ ] 鑰匙、磁扣、遙控器清點並試用
  Keys, fobs and remotes counted and tested
- [ ] 暖氣／冷氣可運作
  Heating / air-conditioning works
- [ ] 所有燈具與開關正常、對應正確
  All lights and switches work
- [ ] 施工垃圾已清除、無明顯異味
  No construction debris or strong odours left

■ 車位、儲藏室與信箱

Parking, storage & mailbox

- [ ] 車位編號、位置與合約／租約相符
  Parking space number and location match the contract or lease
- [ ] 車位周邊無漏水、積水
  No leaks or standing water around the space
- [ ] 信箱、儲藏室可用你的鑰匙開啟
  Mailbox and storage unit are accessible with your keys

■ 文件與交接程序

Paperwork & handover

- [ ] 建材設備表已逐項比對
  Specification list compared item by item
- [ ] 缺失已寫進賣方驗收單，並約定修繕期限
  Defects written onto the developer's handover form with a repair deadline
- [ ] 已確認合約是否允許保留部分價款至缺失修繕完成
  You know whether your contract lets you hold back part of the payment until defects are fixed
- [ ] 已取得保固卡與使用維護手冊
  Warranty card and user manuals received
- [ ] 已保存備份檔或列印版
  Backup or printed copy saved