

project check lists buildings

use in conjunction with the current
standard specification
for small building works

INTRODUCTION

It is difficult during a visit to a construction site to memorise all of the details that need to be checked and while the obvious ones stand out, many other items that should be checked are forgotten. Supervisors may get distracted or over extended due to time constraints and overlook items that may have more serious consequences later in the project.

These Check Lists provide a guide to the inspections that are required on site for a particular project. They are a précis of the full clauses in the project specification and can be referred back to the specification if the full text of the particular item is required. The Check Lists will remind you of virtually every potential problem in materials, workmanship and coordination between trades.

The Check Lists include a list of the Hold Points, Witness Points and Tests that are required to be signed off by the Supervisor on projects that include the Project Control section. The rest of the checks are simply dot points to jog the memory of the Supervisor.

Project specific checks may be added to the Check Lists for individual projects and the experience of Supervisors can be shared by the addition of particular checks on items or operations that are generally of concern on site. In this case less experienced Supervisors can use these Check Lists to provide them with the back up of more experienced officers.

Provide one copy of the Check Lists book to the Supervisor and one copy to the Contractor for the particular project.

HOW TO USE THESE CHECK LISTS

Take photocopies of the relevant Check List sections before going on site and study these. This book of Check Lists is spiral bound to allow pages to be photocopied easily.

Mark any items in the Check List that are of particular concern.

At the project site, check off the work against the Check Lists and make notes of any action required in the space provided.

When the work is completed and the final check has been made sign off and date in the box provided. There is also space to provide comments.

Keep a record of all of the completed Check Lists for future reference if required. These could prove to be valuable if disputes arise on the project.

There is no better way to document actual site conditions or details than by photographs, so don't forget to take a digital camera on site and take images to go with particular items in the Check lists.

FURTHER DEVELOPMENT

If you have any suggestions to improve on these Check Lists or the system in general please contact Lawrie Foscaro, Manager, Specification Services, 3rd Floor Highway House, Palmerston. Tel; 8946 5021 or email DocumentationServices.Dol@nt.gov.au.

Comments from in-house staff, consultants or contractors are most welcome.

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Project Title	
RFT Number	

PROJECT CHECKLISTS SMALL BUILDING WORKS

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GENERAL REQUIREMENTS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – GENERAL REQUIREMENTS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
1.6.1	Chemical soil barriers – reticulation systems – Submit evidence that the system complies with AS 3660.1, Section 8 and the Building Code of Australia.	
1.6.2	Tests – soil barrier – Submit a Registered Testing Authority laboratory analysis certificate of chemical soil barriers tested to Appendix E of AS 3660.1 if directed by the Superintendent	
1.6.3	Termite barriers – Provide the Superintendent with a certificate of installation in accordance with AS 3660.1.	
1.11	Authorities' approvals – Give the Superintendent evidence of approval of the statutory authorities whose requirements apply to the works	
1.12	As constructed information – Provide drawings which reflect the as built conditions in PDF and CAD format. Text information in PDF and Microsoft Word. Provide the amended information progressively.	
1.12.1	Provide a proposed procedure for recording and submitting the amended drawings.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
1.6.2	Soil Barrier	

GENERAL REQUIREMENTS

COMPLIANCE CHECKS

[Specification Checks]

TERMITE MANAGEMENT

- AS 3660.1 for new buildings
- AS 3660.2 for in and around existing buildings and structures
- Timber products meet Australian Forestry Standards (AFS) or Forestry Stewardship Council (FSC) Certification
- Allowances made for "unseasoned timber"
- Durability class meets minimum requirements
- AS 1604.1 – Specification for preservative treatment: Sawn and round timber

RECYCLED PLASTIC GENERALLY

- AS 1745.1

TESTS

- NATA registered authority

COMPLETION

- Warranties provided in the name of the principal
- Instruction manuals provided
- Clean work area
- Surveyor's certificate provided when specified
- Services layout plan submitted
- Authorities approvals provided when specified

WORK HEALTH SAFETY (WHS)

- Comply with Work Health Safety (N.U.L) Act

ASBESTOS

- Comply with NT Worksafe and Work Health Safety (N.U.L) Act

CONTRACTORS RESPONSIBILITIES AND SUBMISSION

- Warranties
- Contractors Environmental Management Plan (CEMP)
- Inspection Test Plans (ITPs)
- Project Control Plan (PCP)

PROJECT NOTICE BOARD

- NTG Standard drawings

CONSTRUCTION INDUSTRY WHITE CARD

- Current NT White Card issued by NT WorkSafe

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

GENERAL REQUIREMENTS

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

SITE PREPARATION

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – SITE PREPARATION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
2.2.1	Commencement inspection - Give sufficient notice so that inspection may be made of adjoining structures and services before commencement of demolition.	
2.2.2	Completion Inspection - Give sufficient notice so that inspection may be made of adjoining structures and services immediately following completion of demolition works.	
2.7.10	Tests - Provide proof that required compaction has been achieved.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
2.1.2	Rock or bad ground - If rock or bad ground is encountered, advise the Superintendent immediately. Do not carry out any further work in the affected area until and unless instructed to do so by the Superintendent.	
2.2.6	Hazardous materials - Give notice immediately if any hazardous materials or conditions are found.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
2.7.10	Proof roll	

COMPLIANCE CHECKS

[Specification Checks]

GROUNDWORKS FOR SLABS AND FOOTINGS TO AS 2870

- Earthworks to AS 3798
- Site classification to AS 2870 and BCA 3.2.4
- Refer Standard Specification for Environmental management

SITE PREPARATION

DEMOLITION

- Complies with AS 2601
- Demolished materials are removed from site
- Dust protection provided as specified
- Temporary supports provided
- Weather protection provided where specified
- Security provided where specified

TREE PROTECTION

- Trees to be retained are clearly marked
- Protection is provided retained trees; must comply with AS 4970 (sections 3 and 4)

SITE CLEARING

- Limit clearing to specified areas only
- Stumps grubbed out as specified
- Topsoil stockpiled and protected from contamination
- Surface graded to drain water away from buildings without ponding
- Dispose of all waste material from site appropriately

EXCAVATION

- Call DIAL BEFORE YOU DIG to determine presence of utility services
- Foundations meet design bearing capacity
- Grade to give fall away from buildings

SURFACE PREPARATION

- Stripping to AS 3798 clause 6.1.5
- Provide fill free from organic matter, from an approved source Fill type to AS 3798 clause 4.4 Fill placement to BCA 3.2.2
- Moisture content correct
- Required density achieved

SANDLAYER

- Installed as specified

PILING

- Bored piers installed as specified
- Screw in foundations are to required standards

SERVICE TRENCHES

- Trench widths correct
- Correct backfill method used
- Backfill compacted to required density

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SITE PREPARATION

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Comments

CONCRETE CONSTRUCTION

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - CONCRETE CONSTRUCTION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
3.2	Inspection point - Give sufficient notice so that inspection may be made at the following stages:	
	-Termite barrier and film underlay installed.	
	- Completed formwork, and reinforcement, tendons, cores and embedment fixed in place.	
	- Commencement of concrete placing.	
	- Before core filling masonry	
	- Evaluation of surface finish.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
3.3.3	Compressive strength test – Agree to the method of strength assessment prior to ordering concrete. Production assessment may be used if applicable and if the project is registered with the concrete producer for dissemination of production assessment statistics.	
3.7.1	Placing and fixing – Fix cores and embedded items to prevent movement during concrete placing. Obtain approval before cutting reinforcement or displacing reinforcement from its required location.	
3.8.5	Hot weather placing - Mixing: Do not mix concrete when the outdoor shade temperature on the site exceeds 38 °C, unless otherwise approved and then only subject to such conditions as may be imposed. Handling: Take precautions to prevent premature stiffening of the fresh mix and to reduce water absorption and evaporation losses. Mix, transport, place and compact the concrete as rapidly as possible.	
3.11	Surface modifiers – Do not use surface modifiers without obtaining prior written approval from the Superintendent.	

CONCRETE CONSTRUCTION

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
3.3.4	Other quality parameters – sample, test and assess: to AS 1379 Section 5 using a NATA registered testing authority. Slump: test at least one sample from each batch before replacing concrete from that batch in the work. Rejection: remove rejected concrete from the site	
3.3.5	Sampling	
3.3.6	Making and curing of specimen – To AS 1012.8.1 and AS 1012.8.2. Specimens for compressive strength tests: Make and cure at least two specimens from the sample of each grade.	
3.3.8	Embedded pressure pipes	
3.3.9	Liquid retaining structures	

COMPLIANCE CHECKS

[Specification Checks]

TESTS

- Compressive strength test must comply with AS 3600 and AS1379
- Sampling must comply with AS 1012.1
- Specimens must comply to AS 1012.8.2 and AS 1012.8.2
- Test methods to comply with AS 1012 series
- Test for liquid tightness to comply with AS 3735

GROUND SLAB VAPOUR BARRIER

- Vapour barrier installed to specified standards
- Joints lapped and sealed as specified
- Vapour barriers and damp proof membranes comply to AS 2870 clause 5.3.3

REINFORCEMENT

- Dowels in one piece with ends cut square and free of burrs
- Exposed end primed as specified
- Mesh minimum lap as specified
- Mesh minimum cover is as specified

EMBEDDED ITEMS

- Correct positioning of embedded items as specified
- Correct Corrosion protected fixings used as specified
- Anchor bolts for structural steel to comply with AS 4100 clause 15.3.1
- Galvanised ferrous fixings must comply to AS 4680 or AS 1214

CONCRETE

- Correct concrete grade used as specified
- Grout is as specified
- Concrete placing is as specified
- Concrete protected from premature drying
- Pre-mixed supply of concrete complies to AS 1379
- Grout for blockwork cores complies with AS 3700, grout clause
- Tolerances
 - Fabrication and fixing complies to AS 3600 clause 17.5.3
 - Finishes comply to AS 3610.1

CONCRETE CONSTRUCTION

FORMWORK

- Surface finish class is to required standard
- All formwork removed after curing

JOINTS

- Construction, slip and movement joints installed as specified

FINISH TO UNFORMED SURFACES

- Correct screeding method used
- Specified finish correct including levels and falls

MISCELLANEOUS ITEMS

- Clothes hoist footing is as specified
- Splash pads installed correctly and as specified
- Mowing strips installed as specified
- Gas cylinder pad installed as specified

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[Project Officer to insert any special checks required for this project.]

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Comments

STEEL CONSTRUCTION

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - STEEL CONSTRUCTION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
4.3.3	Steelwork inspection – Give sufficient notice so that inspection may be made at the following stages:	
	- Commencement of shop fabrication	
	- Surface preparation prior to painting	
	- Steelwork and column bases erected on site	
	- Steel framing erected onsite prior to lining and or cladding	
4.3.5	Structural steel: Materials – provide evidence that the steel used in the works complies with the required material standards	
4.6.1	Steel framing inspection – Give sufficient notice so that inspection may be made of steel framing erected on site prior to lining or cladding	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
4.3.1	Weld procedure specification – Obtain the superintendent's approval of weld procedure specification (WPS) prior to commencement of any welding	
4.3.4	Shop drawings – Submit 2 complete sets of shop drawings showing the relevant details of each assembly, component, connection, and details of transport and erection, including temporary lifting lugs etc. before commencing fabrication	
4.4.3	Temporary connections – Do not attach cleats without approval. Remove temporary cleats on completion and restore the surface	
4.4.4	Enlargement of bolt holes – Do not hand flame cut or otherwise enlarge any bolt holes without approval	

STEEL CONSTRUCTION

4.6.3	Metal roof trusses – Submit shop drawings showing the truss arrangement, location, loading member sizes, joint details, lifting points and method of fixing and bracing.	
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TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Materials and components comply with specification requirements
- Cold-formed steep sections comply to AS 1397/Z200 or AZ 175 or Z350
- Self-drilling screws comply to AS 3566.1 and AS 3566.2
- Flashing and damp-proof courses comply to AS/NZS 2904
- Galvanising mild steel components complies to AS 1214 or AS/NZS 4680
- Electrogalvanising ferrous hollow and complies to AS 4750

CONSTRUCTION

- Foundation bolts provided as specified
- Welds clean and primed
- Protective coating provided

STRUCTURAL STEEL

- Certifications welders and welding supervisors comply to AS 1796

STEEL CONSTRUCTION

- Foundation bolts to comply with AS 1111.1 (Hexagonal bolts) or AS 1214 (hot-dip galvanised)
- Welding to comply with AS 1554.1

LIGHT STEEL FRAMING

- Fabrication is as specified
- Temporary earthing provided
- Steel battens fixed as specified

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

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[Project Officer to insert any special checks required for this project.]

STEEL CONSTRUCTION

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Comments

TIMBER CONSTRUCTION

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - TIMBER CONSTRUCTION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
5.2.4	Structural woodwork inspection – Give sufficient notice so that erected structural woodwork may be inspected before it is covered, for example by cladding, lining and roofing.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
5.3.2	Approved timber truss manufacturer – Use timber roof trusses prefabricated by an approved manufacturer. Provide the name of the timber truss manufacturer prior to ordering the trusses	
5.3.3	Shop drawings – Submit shop drawings showing the truss arrangement, location, loading, timber species, grade and sizes, joint details, lifting points and method of fixing and bracing, prior to the manufacture of trusses.	

TESTS

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

TIMBER FRAMING

- Timber identified as specified
- Timber grades are as specified
- Preservative pressure treatment complies to AS 1604.1 or alternative standards
- Timber grades comply to AS 2796.1 (hardwood) and AS 2796.2 (grading)
- Steel straps comply to AS 1397/Z275
- Self-drilling screws comply to AS 3566.1 and AS 3566.2
- Structural adhesives comply to AS 1328.1
- Plywood complies to AS/NZS 2269.0
- Structural sheet flooring complies to AS 2329
- Timber decking complies to AS 4785.1 Section 1 (treated softwood) or AS 2796.1 Section 4 (hardwood)
- Fibre cement flooring: compressed sheets complies to AS/NZS 2908.2, Type A, Category 4
 - Type and thickness is as specified
 - Ends joined correctly
 - Expansion joints installed as specified
- Wall framing sizes and grades as specified
- Damp-proof courses complies to AS/NZS 4200.1

TIMBER CONSTRUCTION

- Steel straps comply to AS 1397/Z275
- Fasteners
 - Correct type
 - Galvanized as specified
 - Adhesives are as specified
- Structural plywood
 - Specified type and grade
- Structural sheet flooring
 - Level
 - Junctions have a smooth and level finish
- Timber decking
 - Securely nailed to bearers
 - Joints are flush and over floor joists
- Fibre cement flooring
 - Type and thickness is as specified
 - Ends joined correctly
 - Expansion joints installed as specified
- Wall frames
 - Sizes and grades are as specified
 - Damp proof course installed

TIMBER ROOF TRUSSES

- Trusses marked as specified
- Certification provided
- Support trusses installed
- Ties and wind bracing provided
- Nail plated prefabricated roof trusses complies to AS 4440
- Support for water containers complies to AS/NZS 3500.4

MISCELLANEOUS

- Roof battens
 - Correct type
 - Fixed as specified
- Ceiling battens
 - Correct type
 - Fixed as specified

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

TIMBER CONSTRUCTION

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:	
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Comments

BLOCK CONSTRUCTION

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - BLOCK CONSTRUCTION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
6.7.2	Clean out blocks – Location: At the base of each core to be grout filled including above bond beams and stage filled walls. Hole size: Machine cut 100 x 100 mm. Notify the Superintendent when all clean out blocks have been laid.	
6.7.4	Sealing – Following inspection of the core and reinforcement from over holes to contain core filling grout.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
6.7.3	Cleaning core holes – Notify the Superintendent when leaning out is completed. Reinforcement may be placed in the cores until cleaning out and reinforcement have been inspected and approved.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Materials and components comply with specification requirements
- Steel components comply with AS 1214 or AS/NZS 4680
- Masonry units comply with AS 4456.4
- Flashing and damp proof courses comply to AS/NZS 2904
- Mortar materials comply with AS/NZS 3972

CONSTRUCTION GENERALLY

- Joints installed where specified
- Perpend vertically aligned
- Unpainted facework clean as specified

DAMP PROOF COURSES

- Installed where specified

BLOCK CONSTRUCTION

CONTROL OF MOVEMENT

- Joints comply with AS 4773.1 Section 13
- Blockwork control joints installed as specified
- Flexible ties and anchors provided
- Joint materials are as specified
- Bed joint reinforcement installed

STEEL LINTELS

- Cold formed lintels comply with AS AS/NZS 4600
- Steel flats and angles comply with AS 4773.1 Table 12.1
- Correct material complies with AS/NZS 4680 (mild steel galvanised) and AS/NZS 2699.3 (corrosion protection)
- Installed as specified

REINFORCED MASONRY

- Cleaning holes provided
- Bond beam installed as specified
- Starter bars secure
- Lintel blocks installed as specified
- Core filling grout is as specified
 - Core holes
 - Bond beams
 - Lintels

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Comments

INSULATION SARKING AND PLIABLE MEMBRANES

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – INSULATION SARKING AND PLIABLE MEMBRANES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
7.4	Inspection notice – Give sufficient notice so that inspection may be made of the pliable membranes, sarking, vapour barriers and insulation before they are covered up or concealed	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
7.6.2	Continuous air conditioning – Design features and alternative methods must be approved by the Superintendent and, if an approved product is used, confirm manufacturer's instructions and recommendations with Superintendent	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Comply with the required specifications
- Wire support to roof insulation is as specified

INSTALLATION

- Bulk insulation to AS 3999 and BCA Clause J1.2
- Pliable material to AS/NZS 4200.2
- Wall sarking is as specified
- Combined insulation and sarking to AS/NZS 4859.1

VAPOUR BARRIER

- Comply with the required standards and specifications

INSULATION SARKING AND PLIABLE MEMBRANES

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Comments

ROOFING

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – ROOFING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
8.3	Inspection of substructure – Give sufficient notice so that inspection may be made of the substructure before fixing the roof sheeting	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIAL AND COMPONENTS

- Materials moisture free and undamaged
- Ensure approved metal fixings are to be used only
- Roof screw type, including cyclone washers corrosion resistant
- Must comply with the requirements of the Work Health and Safety (N.U.L) Act, Regulations and AS 4389
- Pre-painted steel complies with AS/NZS 2728
- Self-drilling screws to comply with AS 3566.1

ROOF STRUCTURE

- Alignment correct

METAL FASCIA AND BARGE

- Fixing clips in place and fixed in accordance with manufacturer's instructions

METAL ROOFING

- Design and installation complies with AS 1562.1
- Corrosion protection complies with BCA table 3.5.1.1a
- Prepainted and organic film/laminate products comply with AS 2728
- Visible accessories have same finish as roof sheets
- Valleys turned up at ridge
- Pans turned down into gutters
- Eaves and ridge fillers fitted
- Swarf and debris removed from roof

ROOFING

ROOF PLUMBING

- Complies with AS 3500.3
- Metal and rainwater goods complies with AS/NZS 2179.1
- Flashings and cappings, correct material and fixings; complies with AS/NZS 2904
- Gutters, size, fixings and overflows correct
- Downpipes, size and fixings correct
- Gutters comply with AS/NZS 2179.1

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Comments

DOORS AND WINDOWS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - DOORS AND WINDOWS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
9.10	Roller shutters – Certificate; provide an NT building ACT section 40 structural design certificate	
9.12.4	Certification – Provide a completed NT Building Act Section 40 Certificate of Compliance form, indicating that the entire assembly when installed as detailed complies with the requirements of AS/NZS 1170, AS 1288 and AS 2047. State on the certificate the design criteria used, and that the installation is in accordance with the Contract Documents. Supply calculations if requested.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
9.12.3	Submit shop drawings showing the layout and construction and fixing details a minimum of 14 days prior to ordering materials.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

- MATERIALS AND COMPONENTS
- Comply with specification requirements
- Flashings comply with AS 2904
- Metal finishes to comply with AS 1789 (zinc plating), AS/NZS 1866 (aluminium extrusions)
- Anodising complies with AS 1231
- Thermoset powder coating AS 3715
- Glass
 - Selection and installation complies with AS 1288
 - Types and quality complies with AS/NZS 4667
 - Safety glazing complies with AS/NZS 2208
- Doors comply with AS 2688, AS 2689, AS 1909
- Windows selection complies with AS 2047
- Preglazing: bushfire screens comply with BCA table SA 3.7.4.1 and AS 3959
- Lockset and hardware complies with AS 4145

DOORS AND WINDOWS

CONSTRUCTION GENERALLY

- Flashing and weatherings in place to avoid water penetration
- All doorsets and windows installed plumb, level, straight and true
- Doorsets and windows adequately fixed or anchored to building structure

STEEL DOOR FRAMES

- Correct frames and necessary accessories used
- All welds ground smooth and welded joints galvanised prior to priming
- Ensure all frames are in masonry, and packed behind fixing points

TIMBER DOORS

- Ensure correct door type is used (NT designated or other)
- All areas subject to paint removal, primed prior to hanging

HINGES

- Number of hinges is as specified

DOOR FURNITURE

- Door stops installed
- Door seals secured to external doors and adjusted correctly
- Correct hinges to suit door as specified

SLIDING INTERNAL DOORS

- All accessories including wheel carriages are appropriate to the size and mass of door

SECURITY SCREEN DOORS AND GRILLES

- Infill mesh secured to extruded aluminium frames
- Hinges and pneumatic closer functioning correctly
- Comply with AS 5039 and AS 5040
- Method of tests comply with 5041

ROLLER SHUTTERS

- Manual operation – fixings and operation handle functioning
- Motorised operation – Operating switch secure and functioning
- Comply with AS 1170.2 for wind action resistance

LOCKSETS

- Mounting height correct
- Ensure all passage, privacy and key-lockable sets are functioning correctly
- 2 keys provided for each lockset
- Comply with AS 4145 series

WINDOWS

- Assemblies comply with AS/NZS 1170.1, AS/NZS 1170.2, AS 4055, AS 1288 and AS 2047

GLAZING

- Glass thickness to AS/NZS 2208
- Glass type is as specified
- Safety mirrors to AS/NZS 2208

CONSTRUCTION

- All fixings not visible on exposed side
- Aluminium screen mesh tightly strung and fasten with plastic continuous spline material
- Security screens and grilles to AS 5039
- Security screens and grilles installation to AS 5040
- Debris screen to AS 1170.2

DOORS AND WINDOWS

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

CLADDING AND LINING

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - CLADDING AND LINING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Flashing material as specified; complies with AS/NZS 2904
- Sarking material as specified; complies with AS 4200.1
- Steel nails comply with AS/NZS 4680 (hot dipped galvanised) and AS 3566 (self-drilling screws)
- All materials free from corrosion

CLADDING

- Materials used are specified
- Comply with AS 4256.4 (Unplasticised polyvinyl chloride)
- Comply with AS 4256.3 (Glass fibre reinforce polyester)
- Comply with AS 4256.5 (polycarbonate)
- Plastic cladding installation complies with AS 1562.3
- Comply with AS/NZS 2908.2 (Fibre cement cladding)
- Comply with AS/NZS 2908.2 Type A, category 5 (Compressed fibre cement cladding)
- Design and installation comply with AS 1562.1 (Sheet metal cladding)

LINING

- Plasterboard to AS/NZS 2588
- Fibre cement to AS/NZS 2908.2, Type B, Category 2, minimum thickness 4.5mm

PLASTERBOARD

- Installation as specified
- Framed construction screw or nail or combine with adhesive
- Masonry construction adhesive fix
- Flush jointing materials correct
- Control joints in position

CLADDING AND LINING

FIBRE CEMENT SHEET LINING

- Correct screws used
- Control Joints as specified
- V joints as specified

TONGUE AND GROOVE LINING

- All boards fixed with a continuous grain pattern
- Visible nail heads treated as specified

PLASTIC LAMINATE

- Joins sealed

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

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[Project Officer to insert any special checks required for this project.]

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Comments

SUSPENDED CEILINGS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - SUSPENDED CEILINGS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
11.1.1	Performance criteria technical data – Provide technical data to substantiate compliance with the loading requirements including upward wind load.	
11.2	Inspection notice – Give sufficient notice so that inspection may be made of the suspension system prior to installation of the ceilings units or lining.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
11.4.1	Ceiling grid – Obtain approval of the set out before commencing the installation	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- All materials are as specified
- Materials comply with Australian Standards
- Fasteners as specified

CONSTRUCTION

- Support members – galvanised and adjustable
- Check for looseness or rattling of components
- Bracing fitted to prevent lateral movement
- Fasteners not visible
- Bulkheads comply with strength requirements

CEILING PANELS

- Tiles painted before installation
- Panel lock clips fitted if required
- Tiles seated evenly within grid
- No visible damage to tile, edges etc.

SUSPENDED CEILINGS

FLUSH CEILING

- Flush jointing – materials – finish
- Control joints in position

TRIM

- Check all accessories and trims are provided
- Openings provided for light fittings, services, etc.
- Access panels provided and correctly finished

FINAL CHECK

- Ceiling complete – No visible defects

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Check - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

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Made by:		Date:
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Comments

RENDERING AND PLASTERING

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – RENDERING AND PLASTERING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- GP cement complies with AS 3972
- Lime putty mixes mixed minimum 16 hours before use; complies with AS 1672.1
- Gypsum plaster is as specified
- Gauged mixes is as specified

SUBSTRATE

- Defects in substrate repaired
- Substrate requires second coat
- Loose material and dust removed from substrate
- Embedded items sheathed
- Metal laths fixed as specified

PLASTERING

- Number of coats and thickness is as specified
- Curing even and within required timeframe
- V joints installed as specified
- Movement joints installed as specified
- Correct finish as specified or as shown on drawings

RENDERING AND PLASTERING

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:	
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Comments

JOINERY AND FIXTURES

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - JOINERY AND FIXTURES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- All materials are as specified
- Moisture content checked
- Timber finished to required dimensions
- Plywood complies with AS/NZS 2270 and AS/NZS 2271
- Particleboard complies with AS/NZS 1859.1
- Moisture resistant medium density fibreboard complies with AS/NZS 1859.2
- Wet processed fibreboard complies with AS/NZS 1859.4
- Decorative overlaid wood panels complies with AS 1859.3
- High pressure decorative laminated sheet complies with AS/NZS 2924.1

CONSTRUCTION

- Components manufactured square and installed plumb
- Fasteners and adhesives used correctly
- No visible fixings except where specified

CUPBOARD AND DRAWER UNITS

- Plinth material and installation as specified
- Carcasses, drawer fronts, shelves and doors material and installation as specified
- Door hinges as specified
- Self closing action and hold open function operating as specified
- Drawer units operating smooth and true.

BENCHTOPS

- Materials are as specified

CEILING ACCESS

- Access panel provided as specified

JOINERY AND FIXTURES

FIRE FIGHTING

- Extinguishers and location signs in position as per Australian Standards (AS/NZS 1841.1)
- Fire blanket and location signs in position as per Australian Standards (AS/NZS 3504)

DISPLAY BOARDS

- Specified display board supplied
- White board screw fixed to wall as specified
- Pin boards screw fixed to wall as specified

CLOTHES HOISTS

- Specified clothes hoist supplied
- Clothes hoist installed in required position

GRAB RAILS

- Comply with AS 1428.1

LETTERBOXES

- Comply with AS/NZS 4253

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

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Comments

TILING

DEPARTMENT OF INFRASTRUCTURE

CONSTRUCTION CHECK LIST – TILING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
14.3	Substrates curing – Moisture content: Verify that the moisture content of the substrate is compatible with the water vapour transmission rate of the membrane system by testing to AS/NZS 2455.1 Appendix B. Provide results of tests to Superintendent	
14.4	Inspection notice – Give sufficient notice so that an inspection may be made at the following stages:	
	- Completion of waterproof membrane	
	- Initial or trial set out	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
14.3.1	Hygrometer test	

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Tiles comply with AS/ISO 13006
- Adhesives comply with AS 2358 and ISO 13007.1
- GP cement complies with AS 3972
- All materials are as specified

SAMPLES

- Sample tiles and accessories provided as requested

TILING

WATERPROOFING WET AREAS

- Comply with AS 3740
- Membranes comply with AS/NZS 4858
- Extent to BCA 3.8.1.2
- Materials as specified
- Membrane turned down into floor wastes and puddle flanges
- Hobs; Membrane extended as specified
- Membrane fully cured before tile installation
- All floors and wall to floor junctions sealed

TILING

- Tiles cut neatly to fit around fixtures
- Traffic kept off of floors until bedding attains a workable strength
- Tiles set out to give uniform widths as specified
- Falls and levels correct
- Floor finish dividers in place as specified
- All sealed joints finished flush with tile surface as specified
- Movement joints installed as specified
- Control joints comply with AS 3958.1 clause 5.4.5

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

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Comments

PAINTING

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – PAINTING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
15.2.1	Low VOC paints - Use low VOC emitting paints. Provide manufacturer's specifications.	
15.3	Inspection – Give sufficient notice so that each of the following stages may be inspected:	
	- Substrate immediately prior to the commencement of painting	
	- Prior to the application of final coat	
	- Complete and submit copies of AS 3894.10, AS 3894.11 and AS 3894.12	
15.4.1	Warranties – Provide paint manufacturers' warranties in respect to the paints in the name of the Principal as the warrantee	
	Provide paint applicators' warranties in regards to workmanship in the name of the Principal as warrantee.	
15.6.12	Equipment – Give notice so that this test (see standard specification for small building works) may be witnessed by the Superintendent or their nominated representative.	
15.6.20	Coating – Provide copies of specifications for application of protective coatings from the manufacturers of the products used. Provide copies of manufacturers' product technical data sheets for all products used.	
15.6.25	Coating Defects – This compatibility between primer and coating is to be confirmed by the coating manufacturer. Provide written evidence of this compatibility if requested by the Superintendent.	
16.6.31	Contractor records – Maintain these records on a daily basis. Submit them to the Superintendent when requested, or, if not specifically requested, at least weekly.	

PAINTING

15.6.32	Film thickness – Provide and operate wet film and dry film thickness gauges of approved types to ensure the correct thickness of each coat and the full system is achieved. Provide details of the gauges proposed for use.	
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HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
15.1.1	Inspection test plans – Provide ITPs before commencing painting or substrate preparation	
15.2.3	Paint manufacturer – Prior to placing orders provide a list showing the brand of the paint proposed for use and the trade names of the paint types referred to by generic type and APAS specification number in the painting schedule	
15.2.4	Spray painting – Do not apply by spray without approval	
15.2.6	Delivery – Provides copies of invoices receipts or delivery dockets showing brands, quality, and quantities of paints and colour(s).	
15.6.16	Abrasive blasting – At the completion of the final blast and prior to each item shall be measured according to method A, Profile Replicating Tape, of AS 3894.5. Provide documentary confirmation that the surface is suitable for the application of the specified coatings. This shall be identified as a Hold Point in the contractor's ITP.	
15.6.18	Alternate Surface Preparation – Do not use forms of surface preparation other than abrasive blasting, such as bristle blaster, needle guns, power tool cleansing and hand tool cleaning, without written permission from the Superintendent. Alternate methods of surface preparation must be included in the Contractor's ITP	
15.6.20	Coating – Provide coating manufacturers' written approval before using any other additives (e.g. promoters, accelerators, etc.)	
15.6.24	Alternate Coating – Do not use coating materials other than specified, without written permission from the Superintendent. Alternate coating materials must be included in the contractors' ITP	
15.6.25	Coating defects - Any requirements for the repair of protective coatings shall be identified as a Hold Point in the contractor's ITP.	

PAINTING

15.6.30	Inspection Test Plant (ITPs), Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS) – Provide ITPs, JSAs, a SWMS and other quality control procedures and documents to be used during protective coating systems application. These must be approved prior to commencement of work	
15.6.31	Contractor records – Provide copies of all NCRs (Non-Conformance Reports) immediately once they are completed or received. The NCRs must detail the non-conformance and be accompanied by a Corrective Action Report (CAR) which is to detail the action proposed to be undertaken to rectify the non-conformance.	
15.6.32	Film Thickness – Final acceptance of each increment of work will not be made until the dry film thickness meets or exceeds the specified thickness.	
15.6.33	Inspector – Provide the name and qualifications of the inspector prior to commencement of work. All work may be subject to inspection by the Superintendent. This shall not relieve the contractor of his own Quality Assurance/Quality Control responsibilities.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
15.6.13	Environmental Test Reports	

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Paint material is of premium quality and from an approved manufacturer
- Paint is new, manufacturer labelled and unopened
- All paint containers are APAS approved (Australian Paint Approvals Scheme)

PAINTING

GENERAL PAINTING

- Substrate clean and sound and complies with:
 - AS/NZS 2311 Section 3 – unpainted surfaces
 - AS 2311 Clause 7.4 – Previously painted and in good condition
 - AS 2311 Clause 7.5 – Previously painted and in poor condition
 - AS/NZS 2312.1 Section 8 and AS 1627.1 – Steel with protective coatings
- Free of mould growth
- Damaged surfaces patched and primed
- Ensure clear timber finishes are complete before commencing opaque finishes in the same area
- All door furniture, switch plates, light fittings and other fixtures removed prior to painting, and refixed on completion of painting
- Filler used matches the substrate for transparent finishes
- First coat applied immediately before substrate contamination can occur
- Ensure each coat of paint or clear finish is;
 - Uniform in colour, thickness and texture
 - Free from runs, sags, blisters or other discontinuities
 - Exposed roof trim, timber doors including tops and bottoms primed with approved sealer before fixing
 - Galvanised or Zinc surfaces that have been cut or welded primed with approved sealer
 - Any damaged surfaces restored to original condition
 - Any visible defects

PROTECTIVE COATINGS

- Comply with required standards and specification

ONSITE CHECKLIST

- Refer to attached onsite checklist

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

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Comments

FLOOR COVERINGS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - FLOOR COVERINGS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
16.2	Inspection notice – Give sufficient notice so that inspection may be made of the prepared substrate or underlay.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
16.4.2	Moisture content – Do not commence the installation of flooring unless the moisture content of the concrete substrate has been tested accordingly (see Standard specification for small building works).	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

GENERAL

- Installation carried out by experienced fixers

MATERIALS AND COMPONENTS

- Hardboard underlay is as specified and complies with AS 1859.4
- Carpet underlay is as specified

SUBSTRATE

- All loose and deleterious materials removed
- High spots and projections removed from substrate
- Any depressions filled with approved filler
- Fixtures and fittings removed and refixed in position on completion
- Timber has an evenly planed sanded finish, prior to installation
- Concrete substrate tested for dryness

LAYING CARPET

- Complies with AS 2455.1
- Carpet layed in continuous lengths
- Underlay joins do not coincide with carpet joins
- Correct seaming method used as specified
- Gripper strips are placed at 150mm maximum centres
- Correct adhesive used and rolled immediately after installation
- Edge strips fixed correctly as specified
- All doors trimmed and resealed if required to clear carpet by 3mm

FLOOR COVERINGS

RESILIENT FINISHES

- Complies with AS 1884
- Sheet joints kept to a minimum
- Sheets run parallel with long sides of floor
- Correct adhesive used for specified applications
- Slip resistance to AS 4586

JOINTS

- Welding joints fixed as specified
- Junctions finish flush with adjoining surfaces
- Finished surface level, free of air bubbles, humps and depressions

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

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Comments

PLUMBING AND DRAINAGE

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - PLUMBING AND DRAINAGE

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINT

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
17.3	Inspection – Give sufficient notice so that the inspection may be made of work ready for hydrostatic testing and so that the hydrostatic tests may be witnessed. Include inspection of plumbing and drainage installation. Refer to clause 17.12 for Gas inspection and installation.	
17.12.9	Give notice so that the installation may be inspected and the testing witnessed.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
17.2	Notice commencement – Do not commence work until copies of the approved plumbing plans have been lodged with the Building Certifier. Supply one copy of the approved drawings to the Superintendent before commencing work on the site.	
17.9.2	Design – Submit formal calculations stating average and peak sanitary loads. To be submitted prior to ordering of the waste water treatment system.	
17.12.2	Notification – Submit a notification of commencement of gas works to NT Worksafe at least 24 hours before commencement of installation works.	
17.12.5	Certificates of Compliance – Submit certificates from the manufacturer stating that the appliances meet AGA/ALPGA requirements for operation with the type of gas to be used before installing the appliances.	
17.12.11	Compliance plate – Install a compliance plate and provide a certificate of approval to practical completion.	

PLUMBING AND DRAINAGE

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
17.4	Hydrostatic testing	
	Waterpipes	
	Sanitary pipes	
17.12.4	Gas – Pressure test pipes before being buried	
17.12.9	Gas – Pressure test pipes before appliances are connected	

COMPLIANCE CHECKS*[Specification Checks]***NT LICENCED PLUMBER**

- Plumbers and drainers providing services under this contract must be licensed under the NT Building Act or NT Plumbing and Drainage Act

CONTRACTOR SUBMISSIONS

- "As installed" drawings submitted

MATERIALS AND COMPONENTS

- Water supply pipes materials as specified and complying with AS 1432, Type B (copper pipe) and AS 1074 (galvanised steel pipe)
- Exposed piping, fittings and supports finished as specified
- Sanitary fixtures and tapware installed as specified
- Toilet cisterns 4A minimum rating

CONSTRUCTION GENERALLY

- Piping installed in straight lines and to uniform grades
- Piping support installed to prevent water hammer and vibration
- Piping concealed where practicable

STORMWATER

- Comply with AS/NZS 3500.3 or AS/NZS 3500.5
- Temporary covers on openings
- Completed work flushed with water and clean
- spigot ends same direction as water flow
- Subsoil drains materials as specified
- Trenches back filled
- Pit covers installed as specified

WASTEWATER

- Comply with AS/NZS 1547
- Temporary cover on openings
- Completed work flushed with water and clean
- Septic tank materials and standards are as specified
- Vent pipe correctly installed

COLD AND HEATED WATER

- Tap locations correct as specified
- All accessories and fittings correctly placed as specified
- Water heater type confirmed and installed as specified
- Isolation valve to water heater correctly installed
- All pipelines flushed and left clean

FIRE HOSE REELS

- Fire hose reel type and locations as specified

PLUMBING AND DRAINAGE

GAS

- Piping installed in straight lines and uniform grades
- Warning tape on all buried pipework as specified
- Manufacturers certificate with AGA/ALPGA approval for appliance and gas type
- Appliance installed as specified
 - Compliance plate installed
 - Certificate of approval received prior to practical completion

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks - Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

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Comments

ELECTRICAL INSTALLATIONS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - ELECTRICAL INSTALLATIONS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
18.2	Inspection notice – Give sufficient notice so that inspection may be made of trench excavations and underground or concealed conduits of cables before covering	
18.13.9	Television system testing – Test the complete television and audio system and provide the Superintendent with a certificate showing test results and certifying compliance.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
18.14.2	Contractor's submissions – Prior to practical completion, submit a copy of the test results and the Electrical Certificate of Compliance to the Superintendent.	

TESTS

Give Sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

GENERAL

- All installations meet specified standards
- All work complies with specified regulations
- All materials and components meet specified requirements

INSTALLATION

- Concealed cables, conduits including underground cables installed as specified, and checked prior to concealment
- Accessories installed as specified

CONSUMER MAINS AND METERING

- Consumers mains installed and connected to main service complying with regulatory standards
- Kwh meter installed by specified supply authority
- Meter box installed to regulatory standards

ELECTRICAL INSTALLATIONS

DISTRIBUTION BOARD

- Distribution board installed correctly as specified

ACCESSORIES

- GPO'S and light switches materials and installation as specified
- Mounting heights correct as specified
- Ceiling fans installed as specified
- Smoke alarms installed correctly and as specified
- Emergency lighting and exit signs to AS 2293
- Intruder alarm system to AS/NZS 2201.1

TELECOMMUNICATIONS CABLING

- Pre wiring complete prior to installation of linings, paving and or landscaping
- Telephone wiring complete as specified

TELECOMMUNICATIONS OUTLETS

- Install to specifications

EARTHING SYSTEM

- To standard and specification

CABLE MANAGEMENT

- Log book submitted

TELEVISION

- Antennae conforms to specified standards
- Antennae correctly positioned

COMMISSIONING

- Any visual defects noticed
- Complete installation handed over in working order

[Supervisor Specific Checks - Write any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

[Project Specific Checks] Project specific checks can be listed here or inserted into the location in the previous checklist.]

[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

ELECTRICAL INSTALLATIONS

Final Check

Made by:		Date:
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Comments

MECHANICAL INSTALLATIONS

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST - MECHANICAL INSTALLATIONS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
19.9.1	Certificates – Provide copies of test certificates for the mechanical installation and equipment used in the installation test and balancing reports and all control system testing and commissioning results within 2 days of completion of commissioning.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
19.2.1	Refrigerant handling leakage test Refrigerant handling dryness test	

COMPLIANCE CHECKS

[Specification Checks]

AIR CONDITIONERS

- Split systems installed and tested as specified
- Room air conditioners installed as specified
- Comply with:
 - AS/NZS 3823.1.1 (non-ducted air conditioners)
 - AS/NZS 3823.1.2 (ducted air conditioners)
 - AS 4254.2 (ductwork for air handling systems in buildings)
 - AS 2913 (Evaporative air coolers)

INSTALLATION

- Anti vibration mounts correctly installed
- Wiring installed as specified
- Any exposed wiring covered as specified
- Exposed pipework covered as specified
- Unit has recommended clearance requirements for airflow and maintenance
- External plant fitted as specified
- Connection of RAC is correct and as specified

MECHANICAL INSTALLATIONS

CONDENSATE DRAINS

- Drains installed to required standards and codes
 - NT Plumbing Code
 - AS/NZS 1477
 - AS 2032
 - AS/NZS 3666.1
- Drain size and type installed as specified

FRESH AIR

Supply in accordance with AS 1668.2

DUCTWORK

- Comply with required standards
 - AS 4254.1 (flexible duct)
 - AS 4254.2 (rigid ductwork)
 - AS 1397/G2 Z275 (zinc coated sheet steel)

LEAKAGE TESTING

- Comply with required standards
-

DUCTWORK

- Ductwork materials installed as specified
- Fixed without sagging or restriction to airflow

FANS

- Fan has quiet operation and free from vibration
- Fan installation and positioning is as specified

COMMISSIONING

- Any visual defects noticed

[Supervisor Specific Checks - Write any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

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[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

Reported to:	Date:

MECHANICAL INSTALLATIONS

Final Check

Made by:		Date:
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Comments

FENCES

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – FENCES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Materials and components comply with specification requirements
- Galvanising mild steel components complies with:
 - AS 1214 (threaded fasteners)
 - AS/NZS 4680
- Steel tubes to comply with AS/NZS 1163 or AS 1074
- Wire, chainwire, cablewire, tiewire or barbwire to AS 2423
- Concrete to comply with AS 1379
- Self-drilling screws to comply with AS 3566.1
- Steel framing to comply with AS 1397, Z450 or AM 125
- Pre-painted steel sheeting to comply with AS/NZS 2728
- Swimming pool fencing to comply with AS 1926.1 and AS 1926.2

CONSTRUCTION GENERALLY

- Vegetation cleared from fence alignment
- Fence lines, gate posts and bracing panels marked out clear and correct
- Footings have a firm base and vertical sides
- Vertical posts follow natural contours of ground
- Concrete footings finished with a weathered top and falls from post to ground level
- Drain holes provided where specified
- Mowing strip installed as specified

GATES

- Gates correctly installed as specified
- Hand access holes provided for external access

FENCES

FENCE TYPES

- Correct type
- Installation is as specified

[Supervisor Specific Checks - Write any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

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Final Check

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Comments

PAVING

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – PAVING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
21.9	Gravel driveways compaction dry density	

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS AND COMPONENTS

- Mortar materials and mix proportions correct as specified

CONSTRUCTION

- Paving evenly graded
- Falls are even and to drainage outlets
- No visual ponding

BASE COURSE

- Material type, particle size and clay content correct as specified
- Base compacted to a firm and even surface
- Any soft areas visible
- Moisture content adjusted as required to facilitate compaction
- Base course minimum thickness is as specified

SPRAY SEALING

- Sealing as specified

ASPHALT PAVING

- Hot mix materials and thickness is as specified
- Finished surface levels and falls correct

UNIT PAVING

- Paving units are of specified material
- Cut pavers maintain sharp edges and accurate joints and margins
- Concrete edge restraint provided as specified

PAVING

IN SITU CONCRETE PAVING

- Concrete to required grade and standard
- Minimum thickness as specified
- Control joints correctly placed as specified
- Expansion joints installed correctly as specified
- Correct finishing method used as specified

GRAVEL DRIVEWAY

- Approved materials used
- Minimum thickness and falls are correct

[Supervisor Specific Checks - Write in any specific checks here, or insert them in the appropriate section under the previous headings and or checkpoints.]

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[Project Officer to insert any special checks required for this project.]

Action Required - ITC issued on items that do not comply

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Final Check

Made by:		Date:
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Comments

LANDSCAPE

DEPARTMENT OF INFRASTRUCTURE

CHECK LIST – LANDSCAPE

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
22.4	Inspection – Give sufficient notice so that inspection may be made and advanced tree and palm holes excavated	
22.16.2	Inspection (irrigation) – Give sufficient notice so that inspection may be made of work ready for testing.	

HOLD POINTS

Obtain the Superintendent's approval for the following stages (if applicable);

Spec.Ref.	Item	Checked – Initial and date
22.5.1	Samples – Provide the following samples for approval: - 5 kg bag of topsoil - 5 kg bag of mulch.	
22.16.3	Hydrostatic tests – Fill pipework with water and test at the required pressure and duration	
22.16.4	Contractor design plans – Submit drawings indicating design proposals showing all pipework, sprinklers, tanks, valves and control systems for approval, before commencing landscaping works.	
22.16.5	Work-as-executed drawings – Submit drawings indicating design proposals showing all pipework, fittings, sprinklers, control valves and accessories before practical completion. Show the depth of underground pipework. Show location of all controllers and automatic control wiring; indicate colours used for individual valves.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

LANDSCAPE

COMPLIANCE CHECKS*[Specification Checks]***MATERIALS AND COMPONENTS**

- Concrete to AS 13279
- Composites, soil conditioners and mulches to AS 4454
- Potting mixes to AS 3743
- Site and imported topsoil to AS 4419

SUBSOIL

- Ripping
 - Compacted subsoil depth 300mm
 - Heavily compacted clay subsoil depth 450mm

TOPSOIL

- Sand based free from unwanted matter to AS 4419
- Approved source and delivery records
- Depth
 - Planting areas 250mm
 - Irrigated grassed areas 150mm
 - Grassed areas 100mm

TURFING

- Even thickness free from weeds
- Laying
 - "Stretcher" pattern with staggered joints
 - Parallel to level areas, and with contours on slopes
 - Flush with adjacent finished surfaces after tampering

GRASS SEEDING

- Delivered marked to show weight, seed species and suppliers name.

SPRAYGRASS

- Preparation
 - Existing soil 50 mm below finished levels
 - Deleterious material removed

MOWING

- Grass height within 40 to 80mm

PLANTING

- Holes excavated to twice the size of the volume of the specified pot size
- Plant characteristics
 - Large healthy root system
 - Well established and free from disease and pests
 - Hardened off, not soft or forced, and suitable for planting in the natural climatic conditions prevailing at the site
- One plant of each species labelled
- Fertiliser as specified

MULCHING

- Free from stones, soil, weeds and sticks

STAKES AND TIES

- Sizes
 - For plants 1 to 2.5m high: Two 50 x 50 x 1800 mm stakes per plant
 - For plants smaller than 1 m high: One 38 x 38 x 1200 mm stake per plant

LANDSCAPE

GARDEN EDGING

- Spade edging
 - 150 mm below adjacent surface levels free from grass and weeds
- Concrete edging
 - 175 mm wide x 90 mm high
 - Control joints at maximum 2.5 m centres
 - Profile round or splayed

IRRIGATION

- Excavation and installation trench depths to AS/NZS 3500.1
- Backflow prevention device fitted to AS/NZS 3500.1
- Irrigation controllers mounted in a weatherproof lockable cabinet inclusive of
 - Variable timer for each station
 - Manual cycle and individual station operation
 - Manual on-off operation
 - 240 V input and 24 V output capable of operating 2 control valves simultaneously
 - 24 hour battery program backup
- Micro-irrigation system
 - Polyethylene irrigation pipe to AS 2698.2
 - Pipe anchored at 1.5 m intervals
 - Microsprays on stakes 300 mm above ground

MATERIALS

- Pipework upstream of control valves uPVC class 12
- Pipework downstream of control valves uPVC class 9 or 25mm diameter polyethylene
- Drip irrigation systems
 - Tubing: Polyethylene micro-irrigation pipe
 - Drippers: Turbulent flow types
- Subsurface drip irrigation systems
 - Tubing: LDPE or PVC pipe
 - Dripline: LDPE pipe
- Valve boxes
 - Automatic control valve
 - Isolating valve
 - Filter: 100 µm (micrometer)
 - Pressure reducing valve with 170 kPa outlet pressure
 - Housing: UV resistant high impact plastic with high impact snap lock plastic cover

COMPLETION

- Maintenance manual

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LANDSCAPE

Action Required - ITC issued on items that do not comply

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Comments
