

project check lists NATSPEC basic (major building works)

use in conjunction with the
current
NATSPEC basic master specifications

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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3.10 PCL Major Bldg Works	2016.02	July 2016	2/08/2016	2 of 4

Project Title	
RFT Number	

PROJECT CHECKLISTS NATSPEC BASIC (MAJOR BUILDING WORKS)

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DEMOLITION

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – DEMOLITION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Adjoining structures before commencement of demolition	
	Underground structures after demolition above such structures	
	Trees specified to be retained before commencement of demolition	
	Excavations remaining after removal of underground work	
	Structure after removal of roof sheeting or wall cladding	
	Services after diversion or re-connection	
	Site after removal of demolished materials	
	Any hazardous materials or conditions are found	

HOLD POINTS

Obtain the superintendents approval for the following stages;

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

- Specified materials recovered without damage
- Re-used materials stored as specified

DEMOLITION

- Temporary supports provided as specified
- Weather protection provided as specified
- Dust protection provided as specified
- Security provisions provided as specified

DEMOLITION

[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 check list.]

[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

GROUNDWORKS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – GROUNDWORKS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Enclosures to trees that are to be retained	
	Excavation completed to contract levels or founding material	
	Services laid in trenches and ready for backfilling	
	If bad ground is encountered	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Locate and mark existing underground services in the areas which be affected by the groundworks	
	If excavation by machine is within 1 metre of underground services	
	For use of explosives	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
	Compaction test	

COMPLIANCE CHECKS**[Specification Checks]****TREES TO BE RETAINED**

- Trees marked as specified
- Enclosures provided as specified

ENVIRONMENTAL PROTECTION

- Erosion control plan in place
- Groundworks free of water

SITE CLEARING

- Site clearing limited to required area
- Cleared material removed from site
- Stumps grubbed out as specified
- Topsoil removed as specified
- Re-useable top soil stock piled in approved location

GROUNDWORKS

GRADING

- External areas graded to fall away from buildings
- Subfloor area ground surface graded to fall away from buildings without ponding

SURFACE PREPARATION

- Ground surface prepared before filling
- Benching is as specified
- Surface finished to required, levels, grade and shape as specified

FILL

- Correct type used
- Certification received for Imported fill

PLACING FILL

- Layers and density are as specified
- Correct moisture content
- Roller type and size correct

REQUIRED DENSITY

- Required density is as specified

DENSITY

- Testing frequency is as specified

SANDLAYER

- Materials comply with specification

SERVICE TRENCHES

- Trench widths are correct
- Backfill material is as specified
- Existing services re-instated as specified

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GROUNDWORKS

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Comments

TERMITE CONTROL

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – TERMITE CONTROL

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Chemical spraying of under slab areas	
	Stainless steel mesh barriers installed and before concrete is poured	
	Chemical reticulation system installed and ready for testing	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Detailed reticulation plan received	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

NON-CHEMICAL BARRIERS

- Cap and strip shields
 - Materials and components correct
- Stainless steel mesh barriers
 - Materials and components correct

CHEMICAL SOIL BARRIER

- Hand spray application
 - Material and components comply with specification

RETICULATION SYSTEM

- Material and components comply with specification
- Qualified installer used

PROTECTION

System protected from other works in progress

GUARANTEE

- System guarantee provided as specified

TERMITE CONTROL

COMPLETION

- Certificates issued for each stage of treatment
- Certificate of completion issued

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Comments

CONCRETE

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – CONCRETE

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Termite barrier and film underlay installed on the base	
	Completed formwork, and reinforcement, cores and embedments fixed in place	
	Commencement of concrete placing	
	Before core filling masonry	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	If sawn joints are to be installed	
	If cutting or displacing reinforcement from its required location	
	Hot weather mixing	
	Proposed methods for hot weather placing	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
	Compressive strength test	

COMPLIANCE CHECKS

[Specification Checks]

TERMITE BARRIER

- Barriers installed as specified

VAPOUR BARRIER

- Installed as specified
- Lap joints at 200mm and sealed

FORMWORK

- Installed as specified
- Correct surface finish
- Formwork removed, including concealed locations as specified

REINFORCEMENT

- Reinforcement, including tie wires, support chairs, spacers etc. is as specified

CONCRETE

PRESTRESSED TENDONS

- Provided where specified

EMBEDDED ITEMS

- Correctly positioned as specified
- Corrosion protection provided as specified

CONCRETE

- Ready mixed concrete is to specified standard
- Placing is as specified
- Evaporation control measures provided as specified
- Concrete compacted as specified
- Curing method is as specified

PRECAST UNITS

- Manufactured as specified
- Installed accurately

WATERPROOF MEMBRANES

- Correct type used
- Substrate accepted
- Installed membrane protected as specified

CEMENTITIOUS TOPPINGS

- Hardened surfaces prepared as specified
- Correct thickness
- Finish is as specified
- Curing method correct
- Cured surface free off cracks and other discontinuities

JOINTS

- Construction joints installed where specified
- Movement joints installed where specified

FINISHES TO UNFORMED SURFACES

- Surface tolerance is to specified class
- Finishing method is as specified

INTEGRAL FINISHES

- Finish type is as specified

REINFORCED CONCRETE PAVEMENTS

- Subgrade prepared
- Expansion joints installed where specified
- Contraction joints installed where specified
- Finish type is as specified

GROUT BENEATH FOOTINGS

- is as specified
- Blockwork cores grout is as specified

MISCELLANEOUS ITEMS

- Clothes hoist footing installed as specified
- Splash pads Installed as specified
- Mowing strips installed as specified
- Gas cylinder pad installed 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.]

CONCRETE

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

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

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Comments

STRUCTURAL STEEL

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – STRUCTURAL STEEL

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Commencement of shop fabrication	
	Surface preparation prior to painting	
	Steelwork and column bases erected on site, prior to grouting, encasing, site painting and or cladding	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Shop drawings submitted	
	Provide evidence that steel to be used complies with required material standards	
	If specified steel members are not available	

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

CONSTRUCTION

- Steel clearly Identified as specified
- Foundation bolts installed as specified
- Weld category is as specified

GALVANISING

- Required components galvanized as specified

PROTECTIVE COATING

- Steel surfaces prepared as specified
- Protective coat provided to steel before delivery to site
- Damages repaired after erection

STRUCTURAL STEEL

[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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Comments

LIGHT STEEL FRAMING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – LIGHT STEEL FRAMING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Steel framing erected on site prior to lining or cladding	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Roof truss shop drawings, and Engineering certificate recieved	

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

CONSTRUCTION

- Frames fitted firmly as specified
- Correct fasteners used
- Welds clean and primed
- Prefabricated frames undamaged
- Frame cavities clean upon completion
- Lagging installed as specified
- Temporary earthing provided

FRAMES

- Stud spacing, nogging and bracing is as specified
- Damp proof course provided as specified
- Lintels installed where specified
- Splice plates installed

ROOF TRUSSES

- Trusses marked correctly
- Fixing correct, including ties and wind bracing
- Trusses installed as specified

LIGHT STEEL FRAMING

[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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Comments

MASONRY

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – MASONRY

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages

Spec.Ref.	Item	Checked – Initial and date
	Damp proof courses	
	Flashings, downpipes and other work to be concealed	
	Bottoms of cavities after cleaning out	
	Lintels in position	
	Structural elements being built in	
	Bottoms of core holes before grouting	
	Core filling	
	Control joints ready for insertion of joint filler	

HOLD POINTS

Obtain the Superintendent's approval for the following stages

Spec.Ref.	Item	Checked – Initial and date
	Face units submitted for approval	
	Sample panel approved	
	Proposal submitted if acid cleaning is required	
	Use of additives	
	Use of pre-mixed mortar	
	Core holes cleaned as specified	

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

- Correct masonry units are used
- Correct steel components used and galvanised
- Mortar materials checked

MASONRY

- Sand
- Cement
- Coloured mortar
- Damp proof course
- Correct mortar mix used as specified

CONSTRUCTION GENERALLY

- Masonry cleaned as work proceeds
- Masonry protected from wind/rain
- Correct joints used
- Correct falls to sills and thresholds as specified
- Coursing correct
- Bond type correct
- Holes provided for services where required
- Chases cut not hammered

FACEWORK

- Correct side
- Perpendents aligned and filled
- Jointing as specified
- Face units even in colour

DAMP PROOF COURSES

- Correct materials used as specified
- Locations correct as per drawings
- Laps installed correctly and sealed

CAVITY WALLS

- Cavity widths correct as specified
- No bridging of cavities
- Cavities filled below ground level
- Cavity flashings installed as specified
- Weep holes provided and clear
- Wall ties, type and spacing as specified
- Flexible wall ties used at control joints

MOVEMENT JOINTS

- Width correct
- backing rod inserted
- Correct sealant used
- Slip joint material correct as specified

BED JOINT REINFORCEMENT

- Correct material used
- Correct locations
- check for correct cover

REINFORCED MASONRY

- Closers installed as specified
- Reinforcement installed as specified
- Clean out blocks installed as specified
- Grout has completely filled cores
- Grout filling of blockwork minimum 3 days after construction.
- Maximum height of pour 3 metres
- All cores filled below ground level

STEEL LINTELS

- Correct corrosion protection used
- Correct size lintels used as specified

MASONRY

- Clearance at heads of frames is as specified

BAGGING

- Joints cut flush
- Correct mixture used
- Acceptable texture

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

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Comments

WOODWORK

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – WOODWORK

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Erected structural woodwork may be inspected before it is covered	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Shop drawings and specified information	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

TIMBER

- Correct type
- Timber identified clearly as specified
- Moisture content is as specified
- Timber grade is as specified
- Strip flooring and decking timber
 - Type and grade is as specified

Trims

- Type and grade is as specified
- Fascia, barge and eaves boards
- Type and grade is as specified

SHEET PRODUCTS

Structural plywood

- Type and grade is as specified

Hardboard bracing

- Type and thickness is as specified

Fibre cement flooring

- Type and category is as specified

FASTENERS AND ADHESIVES

Fasteners

- Correct type
- galvanized where specified

WOODWORK

Adhesives

- is as specified

FLOORS

- Termite shields installed

Structural sheet flooring

- Level
- Junctions have a smooth and level finish

Fibre cement flooring

- Sheet ends joined correctly
- Expansion joints installed as specified

Timber decking

- Decking securely nailed to bearers
- Nails galvanised as specified
- Joints are flush and directly over floor joists

WALL FRAMING

- Frame sizes and grades are as specified
- Noggins spaced correctly
- Vermin barrier provided
- Damp proof courses installed as specified

ROOF AND CEILING FRAMING

- Beam framing is as specified
- Support for water container provided

ROOF TRUSSES**Trusses permanently marked with the following**

- Manufacturer
- Timber species
- Location
- Support points
- Special loading requirements

Installation

- Support trusses correctly positioned
- Ties and wind bracing provided
- Ceiling batten type is as specified
- Battens fixed as specified

GLUED-LAMINATED MEMBERS

- End joints installed as specified

TRIM

- Skirting installed at wall junctions
- Access hatches installed where 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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WOODWORK

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

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Comments

ROOFING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

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;

Spec.Ref.	Item	Checked – Initial and date
	Completion of substructure	
	Sarking or vapour barrier installed	
	Completion of insulation	
	Box gutters after installation	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

ROOF STRUCTURE

- Alignment correct
- Battens placed correctly
- Check roof plane is correct

MATERIALS AND COMPONENTS

- Material and components comply with specification

METAL FASCIA AND BARGE

- Material type and size is as specified
- Rafter ends fixed correctly
- Trims, corner trims, end trims and cappings installed

METAL ROOFING

- Sheets fixed as specified
- Accessories are as specified
- Ridges and Eaves installed as specified
- Cappings fixed and cut to roof profile
- No direct contact with incompatible materials

ROOF PLUMBING

ROOFING

- Materials checked
 - Flashings
 - Cappings
 - Gutters
 - Rainwater heads
 - Outlets
 - Downpipes
- Roof sheets jointed correctly
- Flashing and cappings
 - Roof junction checked
 - Upstands
 - Abutments
 - Projections through roof
- Gutters checked
 - Turned down into outlets
 - Overflows provided
 - Minimum falls checked
- Downpipes
 - Connected to gutter outlets
 - Fixings correctly positioned

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Comments

ROOFING

CLADDING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – CLADDING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Framing complete with sarking and flashings and ready to receive cladding	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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 and components comply with specification

CONSTRUCTION

- Substrates or framing aligned correctly
- Trims and accessories installed

FIBRE CEMENT CLADDING

- Plank cladding
 - Correct plank size
 - Joints and edges finished as specified
 - Corner pieces checked
- Sheet cladding
 - Correct size and type
 - Joints and edges finished as specified
- Eaves lining
 - Lining secured to bearers
 - Joints installed as specified

COMPRESSED SHEET CLADDING

- Check joint sizes correct
- Neoprene gaskets installed
- Fixings are as specified

METAL CLADDING

CLADDING

- Correct size and type
- Fixed as specified
- Penetrations sealed 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 check list.}

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

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Comments

INSULATION

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – INSULATION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Sarking, vapour barrier and insulation before it is covered up or concealed	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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 and components comply with specification

INSTALLATION

- Bats fitted as specified
- Sarking installed to required standard
- Reflective foil installed as specified
- Mesh support installed as specified
- Wall sarking installed as specified
- Roof sarking installed 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 check list.}

INSULATION

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

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Comments

WINDOWS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – 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;

Spec.Ref.	Item	Checked – Initial and date
	Fabricated window assemblies at the factory ready for delivery to the site	
	Openings prepared to receive windows	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Shop drawings and specified information 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]

DESIGN

- All windows conform to specified standards

FRAME SECTIONS

- Frame sections are as specified

MATERIALS AND COMPONENTS

Materials and components comply with specified standards

CONSTRUCTION

- Joints fitted tightly
- Jointing materials are as specified
- Moving parts
 - Operate freely without sticking
- Flashing and weatherings
 - Correct type
 - Flashing installed correct
- Installation
 - Windows are installed plumb and level
 - Correctly fixed to building structure
 - Are not carrying any building loads
- Internal metal trims are as specified

WINDOWS

LOUVRE ASSEMBLIES

- Adjustable louvres
- Stiles and mullions secured to building structure

Operating handle and locking device operational

- Metal louvres
 - Correct material
 - Sub-frame secured
- Adjustable metal louvres
 - Correct material
 - Stiffeners provided as required

INFILL PANELS

- Correct materials
- Correct fixings used

INSECT SCREENS

- Aluminium framed screens
 - Fixed correctly
 - Finish matches window frames
 - Mesh is taught and without distortion

SECURITY GRILLES

- Type and finish is as specified

DEBRIS SCREEN

- Type and finish is 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 check list.}

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

Action Required - ITC issued on items that do not comply

WINDOWS

Reported to:	Date:
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Final Check

Made by:	Date:
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Comments

GLAZING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – GLAZING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Glass type and thickness is as specified
- Glazing materials are as specified
- Mirror glass or glazing plastic is as specified
-

GLAZING**Installation**

- Each piece permanently fixed
- External work airtight/watertight

Frameless installations

- Joints installed correctly
- Panels spaced correctly
- Finish is clean and free of defects
- Preglazing is as specified
- Mirrors fixed as specified
-

GLAZED SHOWER SCREENS

- Shower screen system is as specified
- Water sheds correctly
- Doors close smoothly

GLAZING

[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 check list.}

[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

DOORS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – GLAZING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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

MATERIALS AND COMPONENTS

[Specification Checks]

[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 check list.]

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

DOORS

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

HARDWARE

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – HARDWARE

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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

INSTALLATION

Fixings

- Correct type
- Non-corrosive
- Back support provided where required

Door hardware

- Correct type
- Correct mounting height
- Door stops are positioned correctly

HINGES

- Correct number of hinges as specified
- Correct type

KEYING

- Correct key type
- Correctly identified
- Group key provided

LOCKS AND LATCHES

- Strike plate same as lock

HARDWARE

- Locking mechanism works
- Mortar guards provided

DOOR CONTROLLERS

- Fire rated door closers operating correctly

SLIDING DOOR TRACK

- End stops and floor guides correctly positioned
- Pelmet installed as specified

CURTAIN TRACKS AND BLINDS

- Tracks installed at correct height
- Runners, end stops and fixing clips installed
- Operation smooth and free from sticking

HARDWARE FIXTURES

- installed 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 check list.]

[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

HARDWARE

SUSPENDED CEILINGS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

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;

Spec.Ref.	Item	Checked – Initial and date
	Suspension system prior to installation of the ceiling panels or lining	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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]

PERFORMANCE CRITERIA

- System tested as specified

MATERIALS AND COMPONENTS

- Material and components comply with specification

CONSTRUCTION

- Grid setout is as specified
- Cut tile edges are as specified
- System stable, free of looseness and or rattling components
- Bracing provided as specified
- Panels installed accurately as specified
- Control joints installed where specified

ACCESS PANELS

- Access panels installed where specified

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

SUSPENDED CEILINGS

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

[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

PARTITIONS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – PARTITIONS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Base prior to installation of partitions	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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

- Material and components comply with specification

CONSTRUCTION

- Base prepared
- Partitions installed plumb and level with correct alignment

TOILET AND SHOWER CUBICLES

- Installed 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 check list.]

PARTITIONS

[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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Final Check

Made by:	Date:
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Comments

LINING

**DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION**
CHECK LIST – 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;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Material and components comply with specification

CONSTRUCTION

- Substrates and/or framing aligned correctly
- Ceiling lining installed as specified

PLASTERBOARD LINING

- Supports installed as specified
- Installation is as specified
- Joints installed as specified

FIBRE CEMENT LINING

- Supports installed as specified
- Installation is as specified
- Joints installed as specified

TONGUE AND GROOVE LINING

- Installation is as specified
- Boards correctly fixed
- Joints installed are 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.]

LINING

[Project Specific Checks] {Project specific checks can be listed here or inserted into the location in the previous check list.}

[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:

Comments

PLASTERING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – 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;

Spec.Ref.	Item	Checked – Initial and date
	Immediately prior to commencement of plastering	
	Completion prior to decorative coat	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Material and components comply with specification
- Lime putty mix mixed 24 hours before use

SUBSTRATE

- All defects repaired
- Substrate clean and dust free
- Embedded items treated as specified
- Dense concrete background treated as specified
- Dash coat installed as specified
- Dash coat fully cured

PLASTERING

- Number of coats and thickness is as specified
- Hidden surfaces finished as specified
- Joins concealed in finish
- Tolerances are as specified
- Surface finish is as specified
- Curing is as specified
- Two coat set plaster
 - Undercoat applied
 - Setting coat applied
- External rendering mix and application is as specified

PLASTERING

- White set plaster applied as specified
- Waterproof render
 - Correct mixture
 - Penetrations re-sealed
- Tyrolean membrane installed as specified

JOINTS

- Movement joints installed where specified
- Vee joints installed 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 check list.}

[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

METALWORK

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – METALWORK

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Shop fabricated or assembled items ready for delivery to site	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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

- Material and components comply with specification

CONSTRUCTION

- correct fasteners used
- Joints fitted accurately

FINISHES

- Visible joints finished 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 check list.]

METALWORK

[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:

Comments

FIXED FURNITURE

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – FIXED FURNITURE

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINT

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Items fabricated off site before delivery	

HOLD POINT

Obtain the superintendent's approval for the following stages;

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

- Material and components comply with specification

CONSTRUCTION

- Components built square and installed plumb
- Correct fasteners used
- Finishes are as specified

CUPBOARD, SHELF AND DRAWER UNITS

- Plinths installed as specified
- Carcass installed as specified
- Drawer fronts and doors installed as specified

BENCHTOPS

- Specified material
- Installed as specified

VANITY UNIT

- Correct material
- Installed as specified

WARDROBES

- Correct material
- Installed as specified

FIXED FURNITURE

LINEN AND BROOM CUPBOARD

- Correct material
- Installed as specified

SHELVES

- Correct material
- Installed 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 check list.]

[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

TILING

**DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION**
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;

Spec.Ref.	Item	Checked – Initial and date
	Completion of waterproof membrane	
	Initial or trial set out	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Material and components comply with specification

SUBSTRATE

- Substrate clean and free of deleterious material

WATERPROOFING WET AREAS

- Shower tray installed as specified
- Membrane installed
- Membrane fully cured before tiling

TILING

- Tiles cut neatly to fit around fixtures and fittings
- Set out tiles is as specified
- Joint alignment is as specified
- Correct falls and levels as specified

JOINTS AND ACCESSORIES

- Movement joints provided where specified
- Grouting applied as specified

TILING

[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 check list.]

[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

RESILIENT FINISHES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – RESILIENT FINISHES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Completion of underlay if any	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Material and components comply with specification

SUBSTRATE

- Substrate clean and free of deleterious material

FLOOR LAYING

- Tile setout approved
- Joints tightly fit showing no visible defects
- Levels correct

CORK TILES

- Correct adhesive used
- Surface level and free of abnormalities

RUBBER TILES

- Correct adhesive used
- Joints aligned with no visible defects
- Finished work cleaned and free of foreign matter

VINYL SHEETING

- All joins welded as specified

STAIRS

- Tiles accurately scribed, and fitted as specified

RESILIENT FINISHES

JOINTS AND ACCESSORIES

- Junctions finished flush with adjoining surfaces
- Doorway junctions installed as specified
- Edge strips provided as specified
- Movement joints installed 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 check list.]

[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

CARPETS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – CARPETS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Fixings, edge strips and underlay installed ready to lay carpet	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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]

SAMPLES

- Samples submitted for approval

MATERIALS AND COMPONENTS

- Material and components comply with specification

SUBSTRATE

- Stripped and clean
- Repairs done (if required)
- Fixtures and fittings removed prior to completion
- Re installed after installation

CARPET LAYING

- Setting out is as specified
- Seams flat and close fitting
- Fixing is as specified
- Doors trimmed to clear finished carpet
- Finished product clean and undamaged

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

CARPETS

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

[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

PAINTING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

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;

Spec.Ref.	Item	Checked – Initial and date
	Substrate immediately prior to commencement of painting	
	Prior to application of final coat	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	If spray painting is required	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

SAMPLES

- Samples submitted for approval

MATERIALS AND COMPONENTS

- Paint type correct
- Paint clearly identified

PAINTING

- Surface preparation is as specified
- Fixtures removed prior to painting
- "Wet paint" signs provided
- Paint application is uniform in colour
 - Gloss
 - Thickness and texture
 - Free of runs, sags and other discontinuities

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

PAINTING

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

[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

MISCELLANEOUS FIXTURES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – MISCELLANEOUS 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;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

FIRE FIGHTING

- Fire extinguishers and signs in place as specified
- Fire blankets and signs in place as specified

WHITEBOARDS

- Size and type correct
- Installed as specified

DISPLAY BOARDS

- Size and type correct
- Installed as specified

CHALKBOARDS

- Size and type correct
- Installed as specified

PROJECTION SCREENS

- Size and type correct
- Installed as specified

CLOTHES HOISTS

- Size and type correct
- Installed as specified

MISCELLANEOUS FIXTURES

[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 check list.]

[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

STORMWATER

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – STORMWATER

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Work ready for testing	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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
	Hydrostatic tests	
	UPVC Pipework tests	

COMPLIANCE CHECKS

[Specification Checks]

CONNECTION

- Draining plans obtained

TRENCHES

- Are as specified

STORMWATER DRAINS

- Levels and gradients are as specified
- Inspection openings provided where specified
- Anchor blocks installed where specified
- Finished work is flushed and clean

LINED SURFACE DRAINS

- Half round pipe drains installed as specified
- Grated trenches are as specified

SUBSOIL DRAINS

- Pipe depths are as specified
- Trench widths are as specified
- Back filled as specified
- Filter fabric is as specified
- Filter sock installed as specified

STORMWATER AND INLET PITS

STORMWATER

- Reinforced concrete pits installed as specified
- Metal covers and grates provided
- Cover levels are 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 check list.]

[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

SANITARY SERVICES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – SANITARY SERVICES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Work ready for testing	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	"Commence work" notice lodged and approved	
	Hydrostatic test results	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
	Hydrostatic tests	

COMPLIANCE CHECKS

[Specification Checks]

CONTRACTOR SUBMISSIONS

- Work-as-executed drawings submitted

CONNECTION

- Drainage plans obtained

PIPEWORK MATERIALS

- Exposed pipework, including fittings and supports finishes are as specified

LINED SURFACE DRAINS

- Half round pipe drains installed as specified
- Grated trenches are as specified

SANITARY DRAINS

- Cover plates installed as specified
- Levels are as specified
- Completed pipelines cleaned as specified

SEPTIC TANKS

- Tank type is as specified
- Correct location
- Installed as specified

SANITARY PLUMBING

SANITARY SERVICES

- Pipe supports materials is as specified
- Vent pipe materials are as specified
- Temporary seals provided as specified
- Waterproofing of wet areas provided

MAINTENANCE HOLES

- Construction is as specified
- Covers and frames installed 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 check list.]

[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

WATER

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – WATER

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Work ready for testing	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	"Commence work" notice lodged and approved	
	Hydrostatic test results	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
	Hydrostatic tests	

COMPLIANCE CHECKS

[Specification Checks]

CONTRACTORS SUBMISSIONS

- Drawings submitted

CONNECTION

- Cold water connected to mains as specified

PIPEWORK MATERIALS

- Pipework concealed where specified
- Building penetrations approval given (if required)
- Pipe supports installed where specified
- Pipework cleaned on completion

ACCESSORIES

- Accessories schedule is as specified
- Cover plates installed as specified

COLD WATER SYSTEM

- Correct material

HOT WATER SYSTEM

- Correct material
- Tap positions are correct

UNITARY HEATING SYSTEMS

WATER

- Correct location
- Type is as specified

SOLAR WATER HEATING SYSTEM

- Correct type
- Installed as specified

WATER FILTER

- Correct type

FIRE HOSE REELS

- Correct type
- Installed where 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 check list.]

[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

LP GAS

**DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION****CHECK LIST – LP GAS**

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Work ready for testing	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

CONTRACTORS SUBMISSIONS

- Drawings submitted
- Certificate of appliance approval submitted
- Operating instructions to each appliance submitted

PIPEWORK MATERIALS

- Exposed pipework finished as specified
- Valves match connected pipework

INSTALLATION

- Pipework concealed as specified
- Buried pipes clearly identified
- Pipe supports provided as specified

VALVES AND FITTINGS

- Pressure regulator installed
- Excess flow valve provided
- Emergency shut off valve installed
- Valves and fittings are as specified

ACCESSORIES

- Cover plates provided as specified

LPG GAS STORAGE INSTALLATION

- Tank installation is as specified

LP GAS

- Cylinder installation is as specified

COMPLETION

- Installation tested and approved

COMPLIANCE PLATE

- Compliance plate provided 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 check list.]

[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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Final Check

Made by:	Date:
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Comments

GENERAL ELECTRICAL REQUIREMENTS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – GENERAL ELECTRICAL 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;

Spec.Ref.	Item	Checked – Initial and date
	Concealed cabling prior to covering	
	Required tests	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

CONTRACTORS SUBMISSIONS

- Shop drawings submitted
- Wiring clearly labeled

COMMISSIONING

- Operating and maintenance instructions provided

[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 check list.]

GENERAL ELECTRICAL REQUIREMENTS

[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

WIRING AND ACCESSORIES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION**CHECK LIST – WIRING AND ACCESSORIES**

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

WIRING SYSTEM INSTALLATION

- Installation methods are as specified

POWER CABLE SELECTION

- Correct type and size

CONDUITS

- Installation is as specified

TRUNKING

- Accessories are as specified
- Trunking system is as specified

UNDERGROUND CABLES

- Trenches backfilled
- Ducts, pipes and conduits sealed
- Underground cables clearly identified

CABLE PITS

- Material type correct
- Pitcovers installed as specified
- Adequate drainage provided

COLUMNS

- Correct type

WIRING AND ACCESSORIES

ACCESSORIES

- All accessories are as specified

MOVEMENT DETECTOR SWITCHING

- Installation is by qualified installer
- Correct locations approved

[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 check list.]

[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

LUMINAIRES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – LUMINAIRES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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]

LUMINAIRES

- Correct types used
- Accessories used areas specified

- INSTALLATION
- Locations are as specified
- Suspended lighting is even and level
- Surface mounted luminaries are 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 check list.}

LUMINAIRES

[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

COMMUNICATIONS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – COMMUNICATIONS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Approval of test results	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

CONTRACTOR SUBMISSIONS

- Record books submitted for approval

CABLES

- Telephone cable installed as specified
- ISDN cables installed as specified

DISTRIBUTION FRAMES

Wall boxes provided as specified

SOCKETS

- Wiring sockets is 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 check list.}

COMMUNICATIONS

[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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Final Check

Made by:	Date:
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Comments

MASTER ANTENNA TELEVISION

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – MASTER ANTENNA TELEVISION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Approval of final design	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

MATERIALS

- Outlets are as specified
- Cable type 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 check list.}

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

MASTER ATENNA TELEVISION

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

ELECTRONIC SECURITY

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – ELECTRONIC SECURITY

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Carry out tests and demonstrate compliance with contractual requirements	

HOLD POINTS

Obtain the superintendent’s approval for the following stages;

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]

SYSTEM PERFORMANCE

- Detectors are as specified
- Tamper alarm circuit installed

POWER SUPPLY

- Back up battery and chargers supplied
- Location is as specified

CARDS AND MAGNETIC KEYS

- Card and key coding is as specified
- Card and key readers provided
- Anti tamper device installed

ELECTRONIC DOOR STRIKES

- Compatible with doorset
- Operation is smooth and quiet

MOVEMENT DETECTION DEVICES

- Installed as specified

DOOR CONTACTS

- Operation is as specified
- Correct positioning
- Contact installed to each leaf of double doors

ELECTRONIC SECURITY

DURESS ALARM ACTUATORS

- Correct type

ACCESS AND SECURITY ALARM PANEL

- Access control processors provided
- Entry and exit delay facilities provided as specified

EXTERNAL AND VISUAL ALARM

- Installed 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 check list.}

[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

FIRE DETECTION

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – FIRE DETECTION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Joint inspection with appropriate authorities	
	Intention to carry out required tests	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

INSTALLATION

- Fire station connection provided
- Wiring is as specified

CONTROL AND INDICATING EQUIPMENT

- Facilities are as specified

DETECTORS

- Detectors clearly identified
- LED mounting position correct
- LED Installed as specified

ALARM BELLS

- Power supply is as specified
- Bell locations are correct

MAGNETIC DOOR HOLDERS

- Control facilities are 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.]

FIRE DETECTION

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

[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

MECHANICAL EQUIPMENT

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – MECHANICAL EQUIPMENT

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

SPLIT SYSTEM AIR CONDITIONING UNITS

Cassette indoor units

- Installed as specified
- Remote control module provided

Wall mounted indoor units

- Installed as specified
- Wiring and piping concealed
- Remote control module provided

Under ceiling indoor units

- Installed as specified
- Mounting height is as specified
- Wiring and piping concealed
- Remote control module provided

Floor mounted indoor units

- Installed as specified
- Wiring and piping concealed

Outdoor units

- Unit is weatherproof
- Anti vibration mounts installed
- Exposed pipes are concealed
- Minimum specified clearance around unit is as specified

MECHANICAL EQUIPMENT

- Condensate drains installed to required standards

ROOM AIRCONDITIONING UNITS

- Correct type used
- Installation is as specified
- Window and wall apertures weatherproofed
- Condensate drains installed to specified standards

PACKAGED AIR CONDITIONIN UNITS

- Correct type used
- Line devices installed where specified
- Safety devices installed where specified
- Condensate drains installed to specified standards
- Installation is to manufacturers recommendations
- All necessary components provided

EVAPORATIVE COOLERS

- Construction is as specified
- Installation is to manufacturers recommendations
- Water supply connected
- Bleed, drain and overflow valves provided where specified
- Both auto and manual controls provided

FANS

- Installation is as specified
- Axial flow fans constructed and installed as specified
- Centrifugal fans materials and installation is as specified

AIR FILTERS

- Provided 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 check list.]

[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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MECHANICAL EQUIPMENT

Comments

DUCTWORK

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – DUCTWORK

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

Ducts and accessories

- Materials are as specified
- Fasteners are as specified
- Gaskets are as specified
- Specified sealants used

RECTANGULAR METAL DUCTS

- Fabrication is as specified
- Fittings are as specified
- Installed correctly

ROUND AND OVAL METAL DUCTS

- Fabrication is as specified
- Installed correctly

CIRCULAR FLEXIBLE DUCTWORK

- Materials and fabrication is as specified
- Installed as specified

FLEXIBLE CONNECTORS

- Correct type
- Installed as specified

SPLITTERS AND DAMPERS

DUCTWORK

- Volume control dampers installed as specified
- Splitter dampers installed where specified
- Butterfly dampers installed
- Fire dampers provided where specified
- Smoke dampers provided as specified

PLENUM HOUSINGS

- Material and installation is as specified

ACCESS PANELS AND DOORS

- Provided where specified

Access panel

- Correct type and size

Access doors

- Correct type and size

AIR OUTLETS AND GRILLES

- Correct types and sizes provided
- Material and finish is to required standards
- Louvre ceiling diffusers provided as specified

Supply air registers

- Duct mounted is as specified
- Wall mounted is as specified
- Door grille is as specified

INSTALLATION

- Flexible ducts installed as specified

Supports

- Horizontal duct supports provided
- Vertical duct supports provided
- Fixings are 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 check list.]

[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

DUCTWORK

Made by:		Date:
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Comments

PAVING

**DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION**
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;

Spec.Ref.	Item	Checked – Initial and date
	Completion of trial setout for unit paving	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Bedding sand
- Correct type
- Mortar mix correct

PAVING

- Substrate clean and dust free
- Grades and falls are correct
- Movement joints installed
- Junctions installed as specified

BASE COURSE

- Base course prepared as specified
- Materials are as specified
- Spread and compacted as specified
- Required density is as specified
- Level are as specified

BITUMINOUS PAVING

- Hot mix paving
 - Correct mix as specified

UNIT PAVING

- Masonry unit are as specified
- Cut units maintain accurate joints and sharp arises

PAVING

- Base course at required levels and falls
- Paving joints are as specified

IN SITU CONCRETE PAVING

- Base prepared
- Formwork secure
- Control joints installed as required
- Expansion joints are as specified
- Finish is as specified

GRAVEL PAVING

- Surface is level
- Correct thickness
- Edge restraint installed
- Gravel driveways
 - Surface level
 - Correct thickness
 - 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.]

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

[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

PAVING

ROADS

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – ROADS

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	subgrade material opened up so that its nature can be assessed	
	Testing, including proof rolling	
	Prepared subgrade and surfaces prepared for priming, sealing or surfacing	
	Placing subbase and base surfacing	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

TOLERANCES

Surface level

- Evenly graded
- Free draining
- Subbase thickness is as specified
- Base thickness is as specified
- Asphalt surface is as specified

SUBGRADE PREPARATION

- Subgrade even and free of loose material
- Drainage provided as specified
- Unsuitable materials removed
- Back filling is as specified
- Backfill compacted to required density
- Proof rolling complete
- No visible depressions or soft spots

SUBBASE AND BASE

- Subbase material is as specified

ROADS

- Base material is as specified
- Particle size correct
- Correct levels and falls are as specified
- Moisture control is as specified
- Compaction is to required standard
- Base surface finish is as specified

ASPHALT SURFACING

- Material is as specified
- Materials kept at correct temperature
- Adjacent surfaces protected from overspray
- Spreading is even and compacted as required
- Surface finish is level and free of depressions
- Finish is level with abutting surfaces

SPRAYED BITUMINOUS SURFACING

- Materials are as specified
- Surface clean
- Adjacent surfaces protected
- Aggregate is evenly spread
- Rolled immediately upon spreading aggregate
- Loose particles removed after rolling
- Finished surface Level and free draining

ASSOCIATED ELEMENTS

- Base compacted as specified
- Formwork installed as specified
- Control joints installed where specified
- Surface finish is as specified

LINE MARKING

- Materials are as specified
- 2 coats of paint applied

[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 check list.]

[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

ROADS

Made by:		Date:
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Comments

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FABRIC SHADE STRUCTURES

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – FABRIC SHADE STRUCTURES

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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]

SPECIALIST FIRM

- Qualified installers used
- Engineers certificate received

GENERAL LAYOUT

- As shown on drawings

SHOP DRAWINGS

- Drawings received and approved

SUPPORT STRUCTURE

- Is as specified
- Correct finish

SHADE FABRIC

- Guarantee received as specified

COMPLETION

- Instructions provided 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.]

FABRIC SHADE STRUCTURES

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

[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

FENCING

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – FENCING

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Set out prior to placing posts	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

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

- Comply with specification requirements

CONSTRUCTION

- Posts, gates and bracing panels are positioned as specified
- Fenceline cleared as specified
- Post holes excavated as specified
- Concrete footings installed and finished as specified

TIMBER FENCING

- Radiata pine picket fence
 - Materials and components are as specified
 - Installation is as specified
- Radiata pine paling fence
 - Materials and components are as specified
 - Installation is as specified
- Gates match fence rails
- Pickets and palings match fencing

CHAINWIRE FENCING

- Size is as shown on drawings
- Installation is as specified

WELD MESH FENCING

- Correct height

FENCING

- Component sizes are as specified
- Installation is as specified
- Gates constructed as specified

METAL FENCING

- Height correct
- Cladding type correct

[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 check list.]

[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

LANDSCAPE

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

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;

Spec.Ref.	Item	Checked – Initial and date
	Subgrades cultivated or prepared for placing topsoil	
	Grassing bed prepared for placing topsoil	
	Set out of planting holes prior to excavating	
	Plant holes excavated and prepared for planting	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Representative samples of each material.	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date

COMPLIANCE CHECKS

[Specification Checks]

PREPARATION

- Weeds eradicated
- Vegetative spoil removed as specified
- Earth mounds are as specified

SUBSOIL

- Ripping depth is as specified
- Cultivation depths are as specified

TOPSOIL

- Correct material
- Placing is as specified
- Finished surfaces smooth and free of stones and lumps of soil
- Topsoil depths are as specified

FERTILIZER

- Correct type
- Fertilizer schedule is as specified

BARRIERS, BOLLARDS

LANDSCAPE

- Precast concrete bollards
 - Correct material
 - Installed as specified
- Timber bollards
 - Correct material
 - Installed as specified
 - Termite protection provided
- Steel tube bollards
 - Correct material
 - Tube filled with concrete
 - Concrete footing provided as specified

GARDEN EDGING

- Masonry edging installed as specified
- Steel edging installed as specified
- Spade edging is as specified
- Concrete edging is as specified

GRASS SEEDING

- Correct seed type
- Preparation is as specified
- Rolling completed after sowing
- Water is as specified
- Any weeds removed

TURFING

- Turf layed in specified pattern
- Finish is flush with adjacent surfaces

DIRECT SEEDING

- Seed mix is correct
- Sowing is as specified

EXCAVATION AND PLANTING

- Planting holes excavated
- Plant type is as specified
- Locations are correct
- Watering is as specified
- Watering basin for plants in grass provided where specified

MULCHING

- Mulch type is as specified
- Mulch depth are as specified

STAKES AND TIES

- Stakes
 - Correct material
 - Correct sizes
- Ties provided as specified

TREE SURGERY

- Qualified contractor employed
- Tree surgery is 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.]

LANDSCAPE

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

[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

IRRIGATION

DEPARTMENT OF PLANNING AND INFRASTRUCTURE
CONSTRUCTION DIVISION

CHECK LIST – IRRIGATION

PROJECT		SPEC.NO.	
Checked by		Title	
Work lot		Date	

WITNESS POINTS

Give sufficient notice so that inspection may be made at the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Work ready for testing	

HOLD POINTS

Obtain the superintendent's approval for the following stages;

Spec.Ref.	Item	Checked – Initial and date
	Hydrostatic tests	

TESTS

Give sufficient notice so that the Superintendent may witness testing;

Spec.Ref.	Item	Checked – Initial and date
	Check Pipe joints, valve seats, tap washers, strainers and other elements for leaks	

COMPLIANCE CHECKS

[Specification Checks]

CONNECTION

- Local authorities informed
- Connection is as specified

PIPEWORK MATERIALS

- Galvanised steel pipe is as specified
- Exposed galvanised steel pipe finished as specified
- Valves match connected pipework

EXCAVATION AND INSTALLATION

- Trench depth is as specified
- Lines, level and grades are correct
- Boring is as specified
- Installation
 - Straight lines and uniform grades
 - Pipes supported and free from vibrations
- Maintenance accessibility is as specified

IRRIGATION SYSTEM

- Is as shown on drawings

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

IRRIGATION

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

[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
