

BLINDS, CURTAINS AND TRACKS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Roller, vertical and venetian blinds, curtain tracks and curtains · schedule, fixings, operation, child safety of cords and chains · on...

KD-QA-FF-004 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	ROOM / ZONE / AREA	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

BLIND / CURTAIN SCHEDULE REFERENCE	FIXING POSITION AND PATTTRESS REFERENCE	CONTROL TYPE
------------------------------------	---	--------------

3. Schedule, delivery and area ready

CHECK & RECORD

- Items delivered match the FF&E schedule and the specification — reference, size, finish, quantity; damage on delivery recorded and photographed before installation Spec
- Room finishes complete and dry; floor protected; area handed over on KD-QA-SYS-009; pattress and fixing positions from KD-QA-DL-002 available Practice
- Fixings the type the data sheet gives for the substrate on the drawing; no fixings into plasterboard alone where the item carries load TDS · BS 8000-5

SCHEDULE REFERENCE(S)	DAMAGE ON DELIVERY (ITEMS / PHOTO REFS)
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S)
SUB SELF-CHECK — INITIALS	DATE

4. Fixings and operation

HOLD POINT

- Brackets fixed at the centres the data sheet gives into the pattresses on KD-QA-DL-002 or the lintel; every bracket screw fitted; no fixings into plasterboard alone TDS
- Blinds and tracks level within 2 mm across their width; fabric square in the recess with the side gaps the schedule allows; drop and width match the schedule TDS
- Operation smooth through the full travel; blinds stop at top and bottom; curtains run freely and stack as drawn; motorised units commissioned with the limits set and the control working TDS

LEVEL ACROSS WIDTH (MM)	DROP / WIDTH AGAINST SCHEDULE
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S)
SUB SELF-CHECK — INITIALS	DATE
HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME
	DATE

5. Child safety — cords and chains

HOLD POINT

- Every cord and chain fitted with the safety device the data sheet supplies (breakaway connector, tensioner or cleat) fixed to the wall at the height the data sheet gives BS EN 13120 - TDS
- No free cord or chain loop reachable below the height the standard sets for the installation height (1500 mm above the floor is the commonly quoted figure); loop heights measured and recorded BS EN 13120
- Warning labels left on where the data sheet requires them; installation records the blind as child-safe BS EN 13120
- SAFETY DEVICE FITTED (TYPE) LOWEST CORD / CHAIN LOOP ABOVE FLOOR (MM)

RESULT Pass Fail N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

6. Finish

CHECK & RECORD

- Fabric and finish match the schedule and sample; no marks, creases or damage; headrails and pelmets aligned; curtains hung to the drop with the heading specified Spec
- MATCHES SCHEDULE (CHECKED BY)

RESULT Pass Fail N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Snagging closed and handover

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice
- Protective film and packaging removed only when the specification says so; items clean; keys, spares and care instructions in the handover file Spec
- Viewed in daylight from 2 m — no visible damage or defects NHBC 9.1
- KEYS / SPARES / INSTRUCTIONS HANDED OVER

RESULT Pass Fail N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

8 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

9 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

NCR 3 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.