

CLEAN ROOMS AND PRESSURE REGIMES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Theatres, isolation rooms, pharmacy and other controlled environments · envelope sealed before finishes, HEPA filters leak-test...

KD-QA-MG-003 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 / SUITE	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

ROOM TYPE, CLEANROOM CLASS AND PRESSURE REGIME SPECIFIED	AIR CHANGE RATES AND SUPPLY / EXTRACT VOLUMES PER ROOM (DESIGN)	
HEPA FILTER GRADE AND POSITIONS	VALIDATION BY (NAME / ORGANISATION) AND THE AE(V)	INSTRUMENTS AND CALIBRATION CERTIFICATE...

3. Envelope — before finishes and ceilings close

HOLD POINT

Every penetration of the room envelope sealed with the specified sealant; ceiling, wall and floor junctions coved and sealed; no unsealed service void into the room

HTM 03-01 · Spec

HEPA filter housings, pressure stabilisers, transfer grilles and door seals of the type on the schedule at the drawing positions; housings sealed to the ductwork and the ceiling

HTM 03-01 · TDS

Doors, hatches and pass-throughs with the closers, interlocks and seals the design requires; a door that does not close by itself fails the regime

Spec

PENETRATIONS SEALED / TOTAL	PHOTO REFS			
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

4. HEPA filter integrity — witnessed

WITNESS

Every HEPA filter and its housing scanned by the aerosol leak-test method in BS EN ISO 14644 Part 3 — penetration at every point within the limit the specification states; result recorded per filter

BS EN ISO 14644

Any leak repaired by reseating or replacing the filter, never by sealant on the media, and re-scanned

HTM 03-01

WORST PENETRATION (%) / FILTER	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo	
RESULT ☐ Pass ☐ Fail ☐ N/A	SUB SELF-CHECK — INITIALS	DATE	WITNESSED BY THE REVIEWER — NAME	DATE

5. Air flows and pressure differentials — witnessed

WITNESS

Supply and extract volumes measured per room and within the specification tolerance of the design in section 2; air change rate calculated and recorded

HTM 03-01 · Spec

Pressure differential across every door measured with all doors closed and in every door-open state the design considers — within the design range in section 2 for each; recorded per door and state

HTM 03-01

Air-flow direction at every door and hatch shown by smoke or streamer to be from clean to less clean as the design intends

HTM 03-01

WORST VOLUME RESULT (% OF DESIGN) / ROOM

PRESSURE DIFFERENTIALS (PA) PER DOOR — DOORS CLOSED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

DATE

6. Particle counts, recovery and conditions — witnessed

WITNESS

Particle counts at rest at the number of positions BS EN ISO 14644 Part 1 requires for the room area, within the class limits in section 2; recorded per position

BS EN ISO 14644

Recovery time, temperature, humidity and noise level within the design values; recorded

HTM 03-01 · Spec

PARTICLE COUNT RESULTS REF / CLASS ACHIEVED

TEMPERATURE / RH / NOISE MEASURED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

DATE

7. Validation report and release for use

HOLD POINT

Validation report by the person in section 2 covering every test above, with the instrument certificates, signed and accepted by the Authorising Engineer (Ventilation) or the person the client names; the room is not released for clinical use before this acceptance

HTM 03-01

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

VALIDATION REPORT REF / DATE

ACCEPTED BY (NAME) / DATE

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. Records, 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

As-installed drawing for this area marked up and handed to the reviewer within the period the specification states

Spec

Every certificate, test record and acceptance referenced on this sheet filed with the handover and O&M record and with the estates department's records, with this sheet

Spec

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (REFS)

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

9 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 / DATE...	OK?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.