

FITTED FURNITURE AND JOINERY UNITS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Fitted cupboards, reception desks, bench seating, shelving and bespoke joinery · set-out, fixings, levels, scribes, damage · one sh... KD-QA-FF-001 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

JOINERY DRAWING AND REVISION	FINISH AND SAMPLE REFERENCE	LEVEL AND PLUMB TOLERANCE SPECIFIED
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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
- 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
- Fixings the type the data sheet gives for the substrate on the drawing; no fixings into plasterboard alone where the item carries load

Spec

Practice

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)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

4. Set-out, fixings and levels

HOLD POINT

- Units set out to the drawing — position within ± 5 mm; run lengths and heights match the drawing and clear the services and sockets shown
- Units level and plumb within section 2, measured and recorded; carcasses screwed together and fixed to the wall through the pattresses on KD-QA-DL-002 with every fixing point used
- Scribes to walls, floors and ceilings tight with no gap over 2 mm before sealant; infill panels and cornices fixed with no visible fixings
- Worktops, shelves and doors fitted with even gaps (2–3 mm typical) and aligned; doors and drawers adjusted and working; loads the drawing shows can be carried — shelf supports and brackets as drawn
- Fixings photographed before cover panels and infills conceal them

Drawing

BS 8000-5 · TDS

BS 8000-5

Drawing · NHBC 9.4

Practice

LEVEL / PLUMB READINGS (MM OVER 2 M)	WALL FIXINGS USED / AVAILABLE	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

5. Finish and damage

CHECK & RECORD

Finish matches the agreed sample in section 2; edges lipped or edged as specified; no chips, scratches, swelling or visible fixings

NHBC 9.4

Sealant at junctions with walls and worktops the product specified, tooled neat, applied after adjacent finishes are complete

Spec

MATCHES SAMPLE (CHECKED BY)

RESULT Pass Fail N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. 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 _____

7 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.

[illegible]

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.