

# FLOOR PAINTS AND COATINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Plant rooms, garages, stores and back-of-house concrete floors · moisture, laitance, slip resistance, cure · one sheet per area

KD-QA-PD-015 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 / BAY / 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 DATA SHEET, NOT FROM MEMORY

|                     |                          |                                        |                   |
|---------------------|--------------------------|----------------------------------------|-------------------|
| SUBSTRATE AND AGE   | SYSTEM — PRIMER / COATS  | SLIP RESISTANCE REQUIRED (PTV / ...)   | DATA-SHEET LIMITS |
| COLOUR REFERENCE(S) | SUBSTRATE MOISTURE LIMIT | CURE BEFORE FOOT / VEHICLE TRAFFIC (H) |                   |

### 3. Materials on site

HOLD POINT

|                                                                                                                                  |                         |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Products, sheen and colours match the specified system (section 2) and the finishes schedule                                     | Spec                    |
| Colour checked against the schedule BEFORE application — a wrong colour applied is the applicator's cost, not the manufacturer's | TDS                     |
| Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in                 | NBS M60 · TDS           |
| Where more than one can of a colour is used in the same area, packs intermixed before use                                        | TDS                     |
| Every tin within shelf life; data sheets on site for every product                                                               | Spec                    |
| Stored dry and frost-free; frost-damaged material not used                                                                       | NHBC 9.5.3              |
| Two-pack products: pot life and mix ratio understood; mixing equipment and timer on site                                         | TDS                     |
| BATCH NUMBERS (PER PRODUCT)                                                                                                      | DELIVERY NOTE / GRN REF |

|                           |      |                                           |      |                 |              |                    |
|---------------------------|------|-------------------------------------------|------|-----------------|--------------|--------------------|
| 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. Substrate acceptance

HOLD POINT

|                                                                                                                                                 |                           |                                           |      |                 |              |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------|------|-----------------|--------------|--------------------|
| Concrete or screed moisture within the data-sheet limit — hygrometer / RH probe reading recorded (the numeric limit that does exist for floors) | BS 8203 · TDS             |                                           |      |                 |              |                    |
| Laitance and curing compounds removed by diamond grinding or shot blasting to the specified profile; dust vacuumed                              | TDS · NBS M60             |                                           |      |                 |              |                    |
| Surface sound — no dusting, no hollow areas (tap test), cracks and joints treated as the data sheet requires                                    | TDS                       |                                           |      |                 |              |                    |
| Oil, grease and contamination removed and proved by water-break test                                                                            | TDS                       |                                           |      |                 |              |                    |
| Falls and drainage acceptable; the coating will not pond                                                                                        | Spec                      |                                           |      |                 |              |                    |
| SUBSTRATE RH / MOISTURE READING AND METHOD                                                                                                      | PROFILE ACHIEVED / METHOD |                                           |      |                 |              |                    |
| 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            |              |                    |

# FLOOR PAINTS AND COATINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-015 Rev A0

## 5. Environmental conditions — before coating, every day

CHECK & RECORD

|                          |                                                                                                                           |                |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | Air and surface temperature at or above the data-sheet minimum for the product in use (trade emulsions typically 8–10 °C) | TDS            |
| <input type="checkbox"/> | Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying                       | TDS            |
| <input type="checkbox"/> | Surfaces free from condensation; not painted until any moisture on the surface has evaporated                             | NHBC 9.5.4     |
| <input type="checkbox"/> | Adequate ventilation during application and drying; conditions will hold until the coat is dry                            | TDS            |
| <input type="checkbox"/> | Readings logged — the ambient-conditions log (KD-QA-SYS-006) is kept for the file                                         | BS 6150 Cl. 10 |
| <input type="checkbox"/> | Substrate temperature above dew point by the margin the data sheet states — floors are where dew-point failures happen    | TDS            |

| DATE / TIME | AIR °C | SURFACE °C | RH % | IF OUTSIDE LIMITS — ACTION TAKEN | SUBSTRATE °C |
|-------------|--------|------------|------|----------------------------------|--------------|
|             |        |            |      |                                  |              |

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

## 6. Priming

HOLD POINT

|                          |                                                                                      |      |
|--------------------------|--------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> | Reviewer accepted the substrate before priming                                       | Spec |
| <input type="checkbox"/> | Primer to the data-sheet coverage — no ponding, no dry areas; penetrates and seals   | TDS  |
| <input type="checkbox"/> | Recoat window respected — overcoat within the window or abrade as the sheet requires | TDS  |

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. Benchmark — the first bay sets the standard

HOLD POINT

|                          |                                                                                                      |      |
|--------------------------|------------------------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> | First bay or area finished; colour, gloss, texture and slip finish agreed; recorded on KD-QA-SYS-004 | Spec |
| <input type="checkbox"/> | Application method, roller / squeegee and aggregate broadcast rate recorded                          | Spec |

BENCHMARK AREA ROLLER NAP / THINNING / BRUSH USED AGREED BY (REVIEWER; CLIENT / CA IF REQUIRED)

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. Finish coats

HOLD POINT

|                          |                                                                                                       |      |
|--------------------------|-------------------------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> | Coats to the specified thickness — wet-film gauge readings recorded; coverage reconciled against area | TDS  |
| <input type="checkbox"/> | Even colour and gloss; no roller marks, pinholes, fisheyes or dry spray; edges and upstands coated    | TDS  |
| <input type="checkbox"/> | Slip-resistant aggregate broadcast evenly where specified; excess removed; sealed                     | Spec |
| <input type="checkbox"/> | Line marking and signage only after the specified cure                                                | Spec |

WFT READINGS (MM) / COATS LITRES USED / AREA M<sup>2</sup> CURE BEFORE TRAFFIC (H) AND DATE/TIME...

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

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QUALITY — ONE PER AREA

continued

KD-QA-PD-015 Rev A0

## 9. Cure, snagging and handover

HOLD POINT

|                                                                                                                                                           |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Area closed to traffic for the full data-sheet cure; barriers and signs in place; opened only on the reviewer's release                                   | TDS         |
| Every snag (section 13) and non-conformance (section 14) closed and re-checked by someone other than the person who fixed it                              | Practice    |
| Protection removed; area clean; fixtures, fittings and furniture reinstated                                                                               | NHBC 9.5.10 |
| Spare touch-up paint (same batch) and the colour schedule handed over for maintenance                                                                     | TDS         |
| Curing window advised to the client — no wear or pressure-sensitive tape on fresh coatings until the data-sheet cure (often 7–14 days on joinery systems) | TDS         |
| Finished paintwork protected against dirt and damage until handover                                                                                       | NHBC 9.5.10 |

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

## 10 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 (WALL / ELEMENT / HEIGH... | DEFECT FOUND | FIXED BY / DATE | RE-CHECKED BY / DAT... | OK? |
|-----|----------------------------------|--------------|-----------------|------------------------|-----|
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |
|     |                                  |              |                 |                        |     |

## 11 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)

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QUALITY — ONE PER AREA

continued

KD-QA-PD-015 Rev A0

| 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) |
|-----------------|----------------------------------------|--------------|
|                 |                                        |              |

## 12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

## 13 NOTES FOR THIS AREA

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

## 14 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  | 2026-08-28 | 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.