

FLOOR SUBSTRATE ACCEPTANCE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Moisture, flatness, soundness and priming before ANY floor finish · the flooring contractor's acceptance of the base · one sheet per... KD-QA-FL-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

SUBSTRATE TYPE AND REFERENCE SHEET	FLOOR FINISH TO BE LAID	RH LIMIT (%) AND FLATNESS CLASS
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3. Substrate identity and moisture

HOLD POINT

Substrate is what the specification says it is — screed type and thickness from KD-QA-SC-001 or the existing floor surveyed; any surface DPM or levelling compound recorded with its sheet reference	Practice
Relative humidity at or below 75 % by the hygrometer box test, or the stricter figure the finish data sheet gives — KD-QA-SC-002 readings re-checked and, where older than the data sheet allows, re-tested; readings recorded	BS 8203 · TDS
Timber and board substrates: moisture content measured and within the data-sheet range; boards fixed at the specified centres with no movement, squeaks or proud fixings	BS 8201 · TDS
Underfloor heating first heating complete and the system at the temperature the flooring data sheet requires for laying	TDS
RH READINGS AND POSITIONS (%)	KD-QA-SC-002 / TEST REFERENCE

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. Flatness and surface

HOLD POINT

Flatness within the class in section 2 under a 2 m straightedge (SR1 3 mm, SR2 5 mm, SR3 10 mm) measured in three directions; worst reading recorded	BS 8204-1
Surface sound, dry, clean and free of laitance, adhesive residue, paint, plaster and dust; contamination removed mechanically, not with solvents	BS 8203
Cracks mapped and treated as the specification requires; hollow areas tapped out and repaired; day joints and movement joints identified so the finish can honour them	BS 8204-1 · Spec
Finished floor level at the door thresholds checked against adjacent finishes — the finish thickness will give a level threshold or the specified step	Drawing
WORST FLATNESS (MM OVER 2 M)	CRACKS / HOLLOW FOUND AND TREATMENT

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. Priming, surface DPM and levelling

WITNESS

Primer or surface DPM the product the finish data sheet names for this substrate, applied at the rate and left for the time the data sheet states — recorded

TDS

Levelling compound (KD-QA-SC-003) cured for the data-sheet period and flat to the class above

TDS

PRIMER / DPM PRODUCT AND DATE

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. Conditions — before laying starts, every day

CHECK & RECORD

Air and substrate temperature within the adhesive and flooring data-sheet limits (18 °C or above is the common minimum) for 48 hours before, during and after laying

TDS · BS 8203

Relative humidity in the room at or below the data-sheet maximum; building weathertight, heating on where the data sheet requires it

TDS

Materials conditioned in the room for the data-sheet period (24–48 hours typical) before laying; recorded

TDS

Readings logged on KD-QA-SYS-006

Practice

DATE / TIME AIR °C SUBSTRATE °C RH % MATERIALS CONDITIONED SINCE (DATE / TIME)

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

SUB SELF-CHECK — INITIALS DATE

7. Substrate released for the finish

HOLD POINT

Flooring contractor's written acceptance of the substrate — the readings above are theirs or witnessed by them; a finish laid on an unaccepted substrate carries no warranty

Practice

Release recorded on KD-QA-SYS-002

Practice

ACCEPTED BY (FLOORING CONTRACTOR, NAME / DATE) KD-QA-SYS-002 LINE

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?

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continued

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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.