

LOOSE FURNITURE AND EQUIPMENT — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Loose furniture, seating, desks, beds, appliances and equipment · schedule, positions, damage, anti-tip fixings, fire performance c... KD-QA-FF-007 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

FF&E SCHEDULE REFERENCE AND ROOM DATA SHEET	FIRE PERFORMANCE SPECIFIED FOR SEATING	ITEMS NEEDING ANTI-TIP FIXINGS
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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. Positions and fixings

CHECK & RECORD

- Every item on the room data sheet present and placed to the layout drawing — count matches; positions within 50 mm of the drawing where positions are dimensioned
- Tall or wall-mounted items (wardrobes, shelving, TVs, mirrors) fixed back to the pattresses on KD-QA-DL-002 with the anti-tip fixing the data sheet gives; every anti-tip item on the schedule ticked off
- Appliances and equipment connected, tested and working; installation certificates referenced where the item needs one

Drawing

TDS

Spec

ITEMS PLACED / SCHEDULED	ANTI-TIP FIXINGS FITTED / SCHEDULED
RESULT Pass Fail N/A	NCR REF IF FAIL
	PHOTO REF(S)
	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE

5. Damage, certificates and handover

HOLD POINT

Every item inspected for damage, marks and missing parts before signing the delivery — defects recorded with photographs and reported to the supplier the same day

Upholstered contract seating carries the label and the certificate for the fire performance in section 2 (BS 7176 hazard category or the specification's standard); certificate references recorded

Product warranties, care instructions and the asset list with serial numbers in the handover file

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; packaging removed and the room clean

DEFECTS FOUND / REPORTED (DATE)

FIRE PERFORMANCE CERTIFICATE 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 _____

6 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]

7 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
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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
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WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION: WHERE: EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

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continued

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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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.