

PEST CONTROL AND FINAL CLEAN AT HANDOVER — RECORD

QUALITY — ONE PER AREA

Pest survey and proofing with a certificate, then the builder's clean and the sparkle clean room by room to a measurable standard...

KD-QA-CO-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	BUILDING / FLOOR	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

PEST CONTROL CONTRACTOR AND SURVEY REF	PROOFING WORKS SPECIFIED (LIST)	BAIT / MONITORING STATIONS — PLAN REF AND R...
CLEANING CONTRACTOR AND SCOPE (BUILDER'S / SPARKLE)	CLEANING STANDARD SPECIFIED (CLAUSE / SCHEDULE)	PROTECTIVE FILMS AND LABELS TO BE RETAINED...

3. Pest control — survey, proofing, certificate

HOLD POINT

Survey of the whole building by the pest control contractor after the envelope closed and before the final clean; no evidence of activity, or activity treated and re-surveyed clear; survey report referenced	Spec
Proofing complete — gaps at service entries, doors, vents and eaves closed to the specification; the reviewer has walked the proofing list	Spec
Monitoring stations placed to the plan, or removed, as agreed with the client; the plan handed over where retained	Spec
Certificate from the contractor stating the survey, findings, treatment and proofing; reference recorded	Practice
SURVEY DATE / FINDINGS	CERTIFICATE 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. Builder's clean — before the sparkle clean

HOLD POINT

All construction waste, materials, protection and temporary works removed from every room, void, riser and roof; ceiling voids and risers checked and photographed clear	Practice					
Protective films removed from glazing, sanitaryware, metalwork and appliances except those listed in section 2; adhesive residue removed with the product the data sheet allows	TDS					
Ducts, grilles, plant rooms and drains left clean; drains flushed; filters changed or cleaned after the builder's clean as the commissioning requires	Spec					
BUILDER'S CLEAN COMPLETE — DATE / BY	VOID / RISER 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		

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HOLD POINT

Spec · NHBC 9.1

Sanitaryware, kitchens and appliances cleaned and sanitised; labels and stickers removed; ironmongery polished; no paint, plaster or sealant on any finished surface

Spec

Spec

Rooms locked or protected once passed; the room list marked as clean with the date; re-clean recorded where a room is re-entered

Practice

RE-CLEANS REQUIRED (ROOMS)

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

DATE _____

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

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?
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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.