

RAISED ACCESS FLOOR — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Pedestals, stringers, panels and finishes · sub-floor and services before panels · grade, level, gaps and cleanliness · one sheet p...

KD-QA-CE-004 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 REFERENCE	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

FLOOR SYSTEM AND PANEL TYPE	GRADE SPECIFIED	DECLARED LOAD CLASS
FINISHED FLOOR HEIGHT (MM) FROM SLAB	PANEL FINISH SPECIFIED	FLOOR LAYOUT AND SERVICES DRAWINGS

3. Sub-floor and services — before pedestals				HOLD POINT
Slab clean, dry and sealed with the dust-seal the specification requires — sealer product and date recorded				Spec · TDS
Slab level surveyed on a grid and recorded — variation within the pedestal adjustment range for the specified height				TDS
Services on the slab (cable trays, pipes, floor boxes, underfloor heating or cooling) installed, tested and signed off by the M&E contractor; test references recorded				Spec
Fire barriers and fire-stopping in the floor void at compartment lines installed to the tested detail and photographed				Approved Document B
Earth bonding of the floor system as the electrical specification requires				Spec
Void photographed before pedestals with the zone reference in shot				Practice
DUST SEAL PRODUCT / DATE	SLAB LEVEL VARIATION (MM)	M&E SIGN-OFF (NAME / DATE)		
RESULT	Pass	Fail	N/A	
SUB SELF-CHECK — INITIALS		DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME

4. Pedestals and grid				HOLD POINT
Pedestals bonded to the slab with the adhesive the data sheet gives (or mechanically fixed where specified) at the centres the panel module sets; perimeter pedestals at the spacing the data sheet gives				TDS
Pedestal heads level — laser check on a grid; adjacent heads within 1 mm; locked after adjustment				TDS
Stringers fitted where the grade or height requires them and screwed to every head				TDS · BS EN 12825
Extra pedestals at cut panels, floor boxes, ramps, steps and partitions as the data sheet requires				TDS
Photographed before panels with a tape in shot				Practice
WORST HEAD-TO-HEAD LEVEL DIFFERENCE (MM)		STRINGERS FITTED		
RESULT	Pass	Fail	N/A	
SUB SELF-CHECK — INITIALS		DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME

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5. Panels and finish

CHECK & RECORD

- ☐ Panels of the specified grade, batch and finish; panels sit fully on all four heads with no rock; lipping between adjacent panels 1 mm or less
- ☐ Cut panels at the perimeter not less than the data-sheet minimum width, supported on extra pedestals; edges sealed or trimmed as specified
- ☐ Floor boxes and grommets positioned to the drawing; cut-outs edged; no open holes
- ☐ Finished floor level within the specification's tolerance of datum and flat within 3 mm under a 2 m straightedge; ramps and steps at the drawn gradient with nosings as specified
- ☐ Site-laid finishes (tiles) laid to the panel module without lipping; factory finishes undamaged
- TDS · PSA MOB PF2
- TDS
- Drawing
- Spec
- Spec
- WORST LIPPING (MM)
- WORST FLATNESS (MM OVER 2 M)
- FINISHED HEIGHT MEASURED (MM)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Cleanliness and access

CHECK & RECORD

- ☐ Void clean of debris before panels close it — checked through lifted panels after other trades finish
- ☐ Panel lifters handed over; panel layout and services below marked on a plan for the O&M manual
- Practice
- Practice
- MARKED-UP FLOOR PLAN REFERENCE

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. 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
- ☐ Area clean; finished surfaces protected where the next trade could damage them; spare tiles or panels from the same batch handed over as the specification requires
- ☐ Photographs of every covered-up element on this sheet filed against the photo references before the void or floor is closed
- ☐ Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed
- Practice
- Practice
- Practice
- Practice
- HANDED TO (TRADE / NAME / DATE)
- KD-QA-SYS-009 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

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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NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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.