

SCREED MOISTURE AND CURE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

The numeric hold before any floor finish · drying conditions, hygrometer RH test to 75 %, underfloor heating first heating, surface...

KD-QA-SC-002 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

SCREED TYPE / THICKNESS (MM) / POUR DATE	RH LIMIT SPECIFIED	FLOOR FINISH TO FOLLOW (TYPE)
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3. Drying conditions and period

CHECK & RECORD

Drying period since the pour recorded against the data-sheet estimate — for cement screeds the commonly used rule of thumb is one day per millimetre up to 40 mm and longer beyond; the test decides, not the calendar	BS 8203 · TDS		
Building weathertight; screed protected from rain, plaster slurry and traffic; heating and ventilation as the data sheet advises — no direct heaters on the surface	TDS		
Surface free of laitance, contamination and curing membrane residue before testing and before the finish	BS 8204-1		
DAYS SINCE POUR / DATA-SHEET ESTIMATE	HEATING / VENTILATION IN USE		
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE		

4. Relative humidity test — the numeric hold

HOLD POINT

Hygrometer box test to the code method — box sealed to the screed, left for 72 hours (or until the reading is stable) with the room in service conditions	BS 8203			
At least one test per room and the number the specification requires for the area; positions chosen where the screed is thickest or drying is slowest; positions recorded	BS 8203 · Spec			
Every reading at or below the limit in section 2 — 75 % RH, or the stricter figure the floor finish data sheet gives; a reading above the limit is a fail and the area is re-tested after further drying	BS 8203 · TDS			
Instrument calibration reference and the readings photographed in place with the date visible	Practice			
RH READINGS AND POSITIONS	LIMIT APPLIED (%)	INSTRUMENT / CALIBRATION 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

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continued

KD-QA-SC-002 Rev A0

5. Underfloor heating first heating and surface

CHECK & RECORD

Where underfloor heating is present the first heating cycle has been run as the heating data sheet states before the finish, and the RH test above was taken AFTER the cycle with the system at the temperature the flooring data sheet requires

BS EN 1264 - TDS

Surface flat within the SR class on KD-QA-SC-001; cracks recorded, mapped and treated as the specification requires before the finish; hollow-sounding areas tapped out and repaired

BS 8204-1

Screed released for the floor finish on KD-QA-SYS-002 and the flooring contractor given the readings in writing

Practice

FIRST HEATING RUN (DATES)

CRACKS / HOLLOWES FOUND AND TREATMENT

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

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.

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

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

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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continued

KD-QA-SC-002 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)

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.