

SCREED — SUBSTRATE, DPM, UFH, LEVELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Bonded, unbonded and floating screeds · substrate, DPM, insulation, edge strip, underfloor heating pressure test, datums, thickn...

KD-QA-SC-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 / POUR 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

SCREED TYPE AND MIX / PRODUCT	NOMINAL AND MINIMUM THICKNESS (MM)	SURFACE REGULARITY CLASS
BUILD-UP BELOW THE SCREED	UNDERFLOOR HEATING? (Y/N) AND TEST PRESSURE	REINFORCEMENT / FIBRES SPECIFIED

3. Substrate

HOLD POINT

- Concrete base at least the age the screed data sheet requires; clean; laitance, paint, plaster and oil removed; recorded BS 8204-1 · TDS
- Bonded screed: base mechanically prepared to expose aggregate, dust removed, bonding grout or agent as the data sheet states, applied and the screed laid within its open time BS 8204-1 · TDS
- Unbonded screed: separating layer laid flat, lapped by the specification's figure and turned up at edges; no punctures BS 8204-1
- Level survey of the base recorded on a grid — the specified thickness can be achieved everywhere without the screed going below its minimum Spec
- Ducts, conduits and pipes in the screed zone fixed and covered by the minimum the specification gives; crossings that would thin the screed raised as a design query before the pour Spec

PREPARATION AND BONDING AGENT (PRODUCT / DATE)	LOWEST / HIGHEST BASE POINT V DATUM (MM)			
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. DPM, insulation and edge strip — before the pour

HOLD POINT

- Damp-proof membrane the specified gauge, laps the specified width and sealed, turned up at the perimeter and lapped with the wall DPC; no punctures Spec
- Insulation the specified type and thickness (measured) laid tight with joints staggered and no gaps; second layer joints offset; taped where the specification requires Approved Document L
- Edge isolation strip the full screed depth at every wall, column and upstand, continuous, and round every pipe and duct rising through the screed BS 8204-1
- Vapour control layer or slip membrane over the insulation as the drawing shows, lapped and taped Spec
- Photographed before the pour with a tape in shot — this is the photographic record Approved Document L asks for on dwellings Approved Document L

DPM GAUGE / LAPS (MM)	INSULATION THICKNESS MEASURED (MM)	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

5. Underfloor heating — pipes and pressure test

HOLD POINT

- ☐ Pipe circuits laid to the heating drawing at the specified centres; clipped or in the specified panel; no kinks; pipes not crossing at the screed surface Drawing · TDS
- ☐ Pipe cover below the finished screed surface measured and recorded — not less than the heating data sheet's minimum BS EN 1264 · TDS
- ☐ System pressure-tested to the test pressure in section 2, held for the data-sheet period with no drop, and left under pressure DURING the pour — gauge photographed at the start and end BS EN 1264
- ☐ Manifold positions and circuit identification recorded for the O&M manual Practice

PIPE COVER MEASURED (MM)

TEST PRESSURE (BAR) / HELD (H) / DROP

GAUGE 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

6. Datums, thickness and reinforcement — released for the pour

HOLD POINT

- ☐ Datum transferred into the room and level pegs or screed rails set to the finished level; finished level within the specification's tolerance of datum (± 15 mm is the commonly quoted default) — recorded Spec · BS 8204-1
- ☐ Thickness at the pegs measured — nominal thickness achieved and nowhere below the minimum in section 2 Spec
- ☐ Mesh reinforcement (where specified) at mid-depth on chairs, laps as specified; fibre dose recorded from the delivery ticket where fibres are specified Spec · TDS
- ☐ Day joints and movement joints positioned to the drawing — over structural joints and at the bay sizes the specification gives; former or crack inducer fitted Drawing · BS 8204-1
- ☐ Mix or product batch and delivery tickets recorded; water content not adjusted on site beyond the data-sheet allowance TDS
- ☐ Reviewer released the pour on KD-QA-SYS-002 — nothing is poured over an unreleased base Practice

FINISHED LEVEL V DATUM AT FOUR POINTS (MM)

THICKNESS AT PEGS MIN / MAX (MM)

DELIVERY TICKET / BATCH 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

7. The pour, finish and curing

WITNESS

- ☐ Screed compacted and ruled to the rails or pegs; flowing screeds dappled as the data sheet states; surface closed to the finish the flooring needs BS 8204-1 · BS 8204-7
- ☐ Flatness checked while workable and again at 24 h — within the SR class in section 2 (SR1 3 mm, SR2 5 mm, SR3 10 mm under a 2 m straightedge) BS 8204-1
- ☐ Cured as the data sheet states — polythene or curing membrane for the specified days; no draughts or heaters on the surface; no foot traffic for the data-sheet period TDS
- ☐ Air temperature 5 °C or above during placing and curing; readings on KD-QA-SYS-006 TDS

WORST FLATNESS READING AT 24 H (MM)

CURING METHOD / DAYS

AIR °C / 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

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 / DATE...	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.