

SIGNAGE AND WAYFINDING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Room signs, directional and statutory signage, safety and fire signs · schedule, positions, heights, fixings, visual contrast, pictogra...

KD-QA-FF-005 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	FLOOR / 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

SIGNAGE SCHEDULE AND DRAWING	MOUNTING HEIGHTS SPECIFIED (MM)	CONTRAST SPECIFIED (LRV DIFFERENCE)
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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, heights and fixings

CHECK & RECORD

- ☐ Every sign on the schedule fitted at the position the drawing gives — beside the door on the latch side where the schedule says so, not on the leaf; count matches the schedule
- ☐ Mounting height measured to the sign centre and within ±10 mm of section 2 (1400–1700 mm to the centre is the commonly quoted wayfinding range); recorded
- ☐ Signs level, fixed with the method the data sheet gives (tape on a clean, dry surface at the data-sheet temperature, or screws into a solid fixing); no lifting corners
- ☐ Projecting and suspended signs at the headroom the drawing gives (2000 mm or more is the commonly quoted minimum)

Drawing

BS 8300

TDS

Approved Document M

SIGNS FITTED / SCHEDULED	HEIGHTS MEASURED (MM) — WORST DEVIATION
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL
	PHOTO REF(S)
	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE

5. Contrast, pictograms and safety signs

CHECK & RECORD

- Text and background contrast at or above section 2 — light reflectance values from the data sheets recorded; sign against wall contrast where the specification requires it BS 8300
- Tactile and braille elements where scheduled, at the height the schedule gives Approved Document M
- Safety and fire signs carry the registered pictogram and the colour for their type — prohibition red, warning yellow, mandatory blue, safe-condition green, fire red — as the Health and Safety (Safety Signs and Signals) Regulations 1996 prescribe; every scheduled sign present BS EN ISO 7010 · Spec
- Fire exit, refuge and fire-fighting equipment signs positioned as the fire strategy drawing shows, visible along the route; photoluminescent where specified Spec

LRVS TEXT / BACKGROUND

FIRE SIGNS FITTED / SCHEDULED

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Final check

HOLD POINT

- Walked with the schedule — every sign present, correct, straight and clean; protective film removed; temporary construction signage removed where the permanent sign now serves Practice
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice

WALKED BY / DATE

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 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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continued

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8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.