

SKIRTINGS, ARCHITRAVES AND TRIMS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Skirtings, architraves, dado and picture rails, window boards and cover trims · fixing, mitres, scribes, filling, ready for decoration · ...

KD-QA-CJ-003 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

PROFILES AND SIZES SPECIFIED	FIXING METHOD AND CENTRES	FINISH
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3. Materials on site

CHECK & RECORD

Joinery items match the schedule and the specification — sizes, species or finish, fire rating where scheduled; delivery checked against the schedule and damage recorded	Spec		
Timber moisture content measured on delivery and within the specification's range for internal joinery; stored flat, dry, off the floor, in the heated building where the specification requires	BS 8000-5 · NHBC 9.4		
Building weathertight, wet trades dry, heating on where the specification requires it before joinery is fixed	BS 8000-5		
MOISTURE CONTENT READINGS (%)	DELIVERY NOTE / DAMAGE RECORDED		
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE		

4. Fixing, mitres and scribes

WITNESS

Skirtings fixed at the centres in section 2 (600 mm typical) into studs, grounds or the masonry with the fixing specified; fixings punched below the surface; tight to the wall with no gap over 1 mm at the top edge	BS 8000-5		
External corners mitred tight with no gap over 0.5 mm; internal corners scribed, not mitred, on profiled sections; long lengths jointed with a splayed joint over a fixing	BS 8000-5		
Architraves set back from the frame edge by the margin specified (6 mm typical) and the same margin all round; mitres tight and flush; fixed to the frame and the wall	BS 8000-5		
Window boards level, projecting as drawn, tight to the frame with the specified sealant; scribed to reveals	BS 8000-5		
Timber gaps to floors, frames and walls within the specification's figure so filling and sealant are cosmetic, not structural	Spec		
FIXING CENTRES MEASURED (MM)	ARCHITRAVE MARGIN (MM)	WORST MITRE / SCRIBE GAP (MM)	
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

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.