

STREET FURNITURE, BOLLARDS, CYCLE STANDS AND SIGNS — FOUNDATIONS AND HOLD POINTS — QUALITY — ONE PER AREA

Every item set out to the drawing, its foundation the size and concrete specified, root-fixed or surface-fixed with the anchors the... KD-QA-EW-008 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	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

FURNITURE SCHEDULE AND LAYOUT DRAWING	ITEMS ON THIS SHEET (TYPE / NUMBER)	FOUNDATION SIZE AND CONCRETE BY ITEM TYPE
FIXING METHOD BY ITEM — ROOT / SURFACE ANCHOR / BOLT-DOWN		HEIGHTS AND CLEARANCES REQUIRED
		FINISH AND COLOUR BY ITEM

3. Setting out and levels CHECK & RECORD

Lines, levels and falls set out from site control to the drawing and checked independently; finished levels at every threshold, gully and change of gradient marked and matching the drawing Drawing

INDEPENDENT CHECK BY / DATE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS DATE						

4. Before excavation HOLD POINT

Positions marked on the ground from the drawing and checked against services with a cable avoidance tool; hand-dug where a service is within the distance the method statement states HSG47 · Drawing

Positions checked for the clearances in section 2 — clear footway width past bollards and stands, the space beside benches for a wheelchair, the offset from kerbs and from door swings BS 8300 · Drawing

CAT SCAN BY / DATE / SERVICES FOUND

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. Foundations HOLD POINT

Excavation the size in section 2 measured before concrete; concrete the mix specified poured around a root-fixed item held plumb, or a bolt-down base cast with the anchor template; the foundation top below the finished surface by the figure the detail shows TDS · Drawing

Concrete cured for the period the specification states before the item is loaded or the surface is made good around it Spec

FOUNDATION SIZE MEASURED / CONCRETE TICKET

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. Fixing, plumb and height

HOLD POINT

- Surface-fixed items anchored with the anchor type and number the data sheet names into the base drawn, torqued as stated; no item fixed into paving units or a thin surface layer
- Every item plumb and level, at the height in section 2 measured from the finished surface; removable bollards lift and lock; cycle stands at the spacing drawn
- Signs the face, size and mounting height the drawing states, orientated as drawn, with the post cap fitted
- Bollards and posts on pedestrian routes carry the contrasting band at the height the accessible design requires

TDS

Drawing · BS 8300

Drawing

BS 8300 · Spec

HEIGHTS MEASURED (MM) BY ITEM TYPE

ANCHOR TYPE / TORQUE RECORD

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. Finish and making good

CHECK & RECORD

- Finish undamaged with touch-up as the data sheet; surface made good around every item to match the surrounding paving or surfacing; no collar of concrete visible
- Keys for removable or lockable items handed over and listed

Spec · Practice

Practice

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

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?

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.