

TIMBER AND ENGINEERED FLOORING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Solid timber, engineered and laminate flooring · acclimatisation, moisture, subfloor, expansion gaps, fixing method, finish · one sh...

KD-QA-FL-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	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

FLOORING PRODUCT, SPECIES / GRADE AND THICKNESS	FIXING METHOD SPECIFIED	EXPANSION GAP SPECIFIED (MM)
BOARD MOISTURE CONTENT RANGE (%)	KD-QA-FL-001 REFERENCE	FINISH SPECIFIED

3. Acclimatisation and moisture

HOLD POINT

Boards delivered in unopened packs and acclimatised in the room, heating on at service temperature, for the data-sheet period (7 days is common for solid timber); dates recorded

BS 8201 · TDS

Board moisture content measured with a pin meter on at least five boards per pack sampled — within the range in section 2; readings recorded

BS 8201

Subfloor RH at or below 75 % (or the data sheet's figure) from KD-QA-FL-001; timber subfloors within the data-sheet moisture range; underfloor heating at the temperature the data sheet requires

BS 8203 · BS 8201

Wet trades finished and dry in the room; building weathertight; RH in the room within the data-sheet range

TDS

DELIVERED / LAYING STARTED (DATES)	BOARD MC READINGS (%)
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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. Expansion gaps and fixing — before skirtings and trims cover them

HOLD POINT

Expansion gap in section 2 at every wall, column, pipe, threshold and fixed fitting — measured and recorded; gaps clear of debris and not bridged by adhesive

BS 8201 · TDS

Intermediate expansion joints where the room exceeds the data-sheet width or length, and at doorways between rooms

TDS

Floating floors: underlay and vapour barrier as specified, laps taped; boards not fixed to the subfloor anywhere

TDS

Glue-down: adhesive the product specified at the data-sheet rate; boards pressed in within the open time; no adhesive on the face

TDS

Secret-nailed: fixings at the data-sheet centres into every joist or batten; battens level within 3 mm over 2 m and fixed

BS 8201

Gaps photographed at the perimeter before skirtings or cover strips

Practice

EXPANSION GAP MEASURED (MM) — WORST / TYPICAL	PHOTO REFS
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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. Laying quality and finish

CHECK & RECORD

- ☐ End joints staggered by the data-sheet minimum (300 mm typical); no H-joints in adjacent rows; boards selected for grade and colour across the room BS 8201
- ☐ Surface flat within 3 mm under a 2 m straightedge; no lipping over 0.5 mm between boards on factory-finished floors; no movement or hollow sound BS 8201 · NHBC 9.3
- ☐ Site-applied finishes sanded through the grades, dust removed, and the specified coats applied at the data-sheet rate and interval; viewed in daylight from 2 m NHBC 9.1 · TDS
- ☐ Floor protected with breathable protection after the finish has cured for the data-sheet time; no traffic before then; spare boards from the same batch and the maintenance instructions handed over TDS · Spec

WORST FLATNESS (MM OVER 2 M)

FINISH COATS APPLIED

SPARE BOARDS HANDED OVER (BATCH)

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

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continued

KD-QA-FL-005 Rev A0

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)

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.