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| **Site Reference** |  |  | |
| **Plot Number** |  |
| **Site Manager** |  |
| **Today’s Date** |  |
|  | | | |
| **ITEM** | **Cert Number** | **Date Seen** | **Signature** |
| **SAP Number** |  |  |  |
| **Sound/Robust cert number** |  |  |  |
| **EIC certificate number** |  |  |  |
| **Gas safe Certificate number** |  |  |  |
| **Fan testing**  **Certificate number** |  |  |  |
| **APT Certificate number** |  |  |  |
| **Drains Test** |  |  |  |

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| **Internal** | |
| **Item of Construction to be Quality Checked** | **Tick** **Once**  **Completed** |
| **Finishes:** Generally check that there is no damage, drips, chips or faults in the appearance of any decorated surface. Ensure that all aspects of the finished home are of a reasonable basic quality standard of visual finish |  |
| Ensure all timber work is suitable prepared, smooth and decorated to a reasonable basic standard of finish |  |
| Ensure wall, floors and ceilings are level, plumb within acceptable tolerances. In addition surfaces should be decorated to a reasonable basic standard of finish |  |
| Ensure that all wall and floor tiling is of the required specification and laid flat or to an appropriate fall. Check for cracked or missing tiles |  |
| Kitchen and bathroom fittings and fixtures to be suitable for purpose. Worktops and fittings to be level, undamaged, well aligned and, where appropriate, installed to avoid water damage to other parts of the home |  |

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| Ensure that all doors and windows are the correct specification for location, free to open, fitted to acceptable tolerances and, where applicable, provide a suitable free area for means of escape in case of fire. Check glazing for damage / scratches and ensure appropriate materials have been used for bedding and surround to double glazed units. Check all glazed areas in critical locations for safety glass compliance with BS 6206 |  |
| *Services – generally check that all services, boilers, fires etc. are installed in accordance with the manufacturers’ instructions, together with the legislation associated with that appliance. Please note that all operating manuals should be retained and handed over to the purchaser as part of their Homeowner’s fact file (Health & Safety File). Always ensure that suitable access for maintenance is provided.* | |
| **Electrical:** Ensure all works comply with the requirements of part P of the building Regulations, i.e. and the installation meets BS 7671:2001 and the relevant safety certificate is available. All bonding (primary and secondary) should be in place. |  |
| **Gas:** Ensure that all works have been installed and commissioned by a Corgi registered fitter |  |
| **Other Fuels**: Ensure that appliances are installed as per manufacturers’ instructions and suitably commissioned prior to handover |  |
| **Hot and Cold Water:** Ensure all controls are accessible; pipes are correctly clipped / fixed and, where applicable, insulated. Check flow rates from all outlets and ensure correct operating pressures |  |
| **Space Heating:** Ensure that:   * All heating systems have been fully commissioned * All controls are present and functional * Adequate combustion ventilation has been provided where applicable * Fire places and hearths are correctly dimensioned / installed * Robust notice plates providing information essential to the correct use of hearths, fireplace flues and chimneys are displayed * Radiators are correctly sized and fully operative |  |
| **Plumbing:** Ensure all pipes, taps and fittings are securely fixed, free drain and are of the correct size and overflows discharge as appropriate |  |
| **Ventilation**: Check mechanical and passive ventilators are located and sized correctly. Check background and rapid ventilation to external windows and patio doors |  |
| *Roof Space – the roof space should be accessible, with all insulation in place and, where fitted (in a cold roof) the loft hatch must be insulated and secured with a catch. Access must be provided to and around the water storage tanks within the loft space* | |
| **Roof Void: Ensure that:**   * All flues terminate at the outside air via a proprietary terminal outlet * All tanks and pipes are adequately supported and insulated * All SVP and ventilation outlets are discharged adequately * Restraint straps are correctly positioned and supported / blocked * Bracing (where applicable) to the structure is adequately sized, fixed and positioned * Insulation is adequate and correctly positioned (continuous) * Under felt is continuous and not damaged * ‘warm roof’ – the roof void and completely sealed * ‘cold roof’ – adequate cross ventilation is maintained and unobstructed * Check size, centres and damage to structural members forming the roof structure |  |
| *Miscellaneous – provide evidence of warranty backed insurance guarantees where applicable. The whole house should be clean, free from builders materials / rubble and be complete prior to handover / conveyance* | |
| **Staircases:** Ensure that the staircase has a minimum suitable width, the correct headroom, pitch, riser and going, together with a correctly located and fixed handrail and balustrading |  |
| **Flooring:** All flooring to be laid reasonably level and smooth to accept the intended finish. All boarding to be fixed securely to avoid squeaking, with floating floors adequately supported at door openings |  |
| **Conservatories:** Ensure that they were constructed to the same standard as the remainder of the home and form a weathertight and stable addition to the house |  |
| **Integral Garage:** Ensure that it is finished internally to a reasonable basic level of decoration, appropriate for its intended use, it is weathertight (not necessarily watertight, 100mm brick wall) and, where abutting the house incorporates, a suitable cavity tray and flashing. Ensure firestopping is complete |  |
| **Sound Insulation:**   * Are RSD’s compliance certificates available * Pre completion testing reports available from UKAS or ANC member |  |
| The following guarantees should be provided ‘where applicable’   * Basement tanking, materials and workmanship insurance-backed 10 year warranty * Timber treatment, materials and workmanship insured 10-year guarantee. An insurance certificate is to be issued to each property * Chemical injection damp-proofing, materials and workmanship insured 10-year guarantee. An insurance certificate is to be issued to each property * Remedial wall tie replacement, materials and workmanship insurance- backed 10-year warranty |  |

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| **External** | |
| **Item Of Construction To Be Quality Checked** | **Tick** **Once**  **Completed** |
| *Ground works and drainage – generally all external decorations should be complete, boundary walls built, drainage connected and tested, paths and drives complete / serviceable and the plot free from any builder’s debris* | |
| **Drainage**: All foul and surface water drainage should be connected, tested and fully operational. Where non-mains drainage is incorporated, it should be sited so as to allow suitable maintenance and emptying (as should filling any form of storage tank, i.e. oil). Ensure land drainage is present where necessary i.e. water logging likely within 4m of the dwelling. Display robust notice plates indicating maintenance and operating requirements for nonmains drainage and oil fuel storage systems |  |
| **Boundary, Retaining or Garden Walls:** To be complete and structurally stable |  |
| **Paths, Drives and Patios:** To be laid reasonable, self-draining falls and suitable to take their intended loading, i.e. the weight of a tanker if storage or septic tanks are located too far away from the highway. No path, patio or drive should be within 150mm of the dpc to the external wall of the house or garage |  |
| **Level Thresholds:** Should be suitably constructed to prevent damp ingress and allow adequate entry to the dwelling via a wheelchair |  |
| **Planting:** Ensure that any planting scheme introduced has been designed to suit the foundations already constructed |  |
| *Superstructure – Ensure that all finishes are to a reasonable basic visual standard, the brickwork / rendering and roof covering is of a consistent nature in quality of finish and workmanship. All windows and door frames must be reasonably sealed where abutting the external envelope to prevent weather penetration. All rainwater goods must be in place and connected to the drainage system ad all timber products are suitably treated / decorated to give a reasonable finish and protection against the elements* | |
| **External Walls:**   * Rendering * Should be durable and decorated to resist the weather and impact -should not bridge the dpc * Masonry * Should be matched in colour and texture providing reasonable aesthetics * Joints should be filled / pointed and consistent * Mortar should be durable and consistent in colouring * Corbelling and / or plinths should not be excessive, thus enabling water to collect * General * Movement joints should be suitably located and filled |  |
| * Weepholes should be evident at all locations of cavity protections and at dpc level within timber frame construction * Ensure that surfaces are reasonably plumb and level * Lead finishings should be correctly located and fixed * Dpc should not be bridged and located a min 150mm above finished external ground level |  |