

Issued By: _____

CGAF Ltd - T/A Bay Inspections Ltd

STANDARD INSPECTION CHECKLIST

Please ensure that all elements have been completed and tick the relevant box to confirm before booking an inspection.

Retain this form on-site with all consent documents.

Keep completed checklists and give them to the inspector at final inspection with producer statement.

Property Address: _____ Consent No. _____

Checklist	P	F	N/A	Sign/Date
Check plans and job report				
GROUND CHECK				
All topsoil and unsuitable material removed				
Ground bearing OK				
Site levels approximate those on site plan				
Risk of flooding				
Threats to neighbours (cuts/soil dumps)				
Council services not threatened				
FOUNDATIONS				
Ground levels and boundary offsets (daylighting)				
Finished floor level				
Evidence of hazardous agents/materials				
Natural Ground of adequate strength & non organic				
Fill material and compaction				
Ground water				
Impact of site works on building/neighbours				
Footing level and depth adequate				
Steel as specified				
Steel laps and cover				
Timber piles/poles as per plan				
Pile/pole height within limits				
BLOCKS/BONDBEAM				
As per plan				
Starter location/cranks				
HD steel not over bent				
Cleanouts				
Bottom steel not lapping mid span				
Verticals tied to starters & top				
Laps to plan or at least 40 diameters				
Horizontal corner bars outside verticals				
Adequate cover				
Reinforcing on correct face				
Running bond not stacked (unless designed)				
Control joints as specified or @ 6m				
Bracing for grouting				
Verticals extended for starters secured				
UNDERFLOOR				
As per plan				
Drain/Waste sizes adequate for loadings				
Drains/Wastes adequately supported				
Falls ok				
Terminal vent and backvent/s (Where Required)				
Waste lengths to gullies				
Provision for cleaning				
Sleeved/lagged				
ORG for AS 3500				

Checklist	P	F	N/A	Sign/Date
SUBFLOOR				
Check foundation inspection and confirm unchanged pile layout				
Anchor/braced piles identified for timber grading				
Pile treatment to H5 minimum				
Bearers correct size				
Bearers seated and secured to pile correctly				
S/S connections for Anchor piles				
Joist to bearer connections				
Joist/bearer timber treated Min H1.2				
Timber cut ends sealed				
Exposed bearers capped or treated to H3.2				
DPC between timber and concrete				
Soil clearance from Particle board floor <450mm				
Underfloor insulation as per plan				
Access/ground clearance to services <450mm				
Subfloor cross flow ventilation				
Provisions for excessive ground moisture				
Perimeter fixing and blocking for roll over				
SLAB				
Fill clean and adequately compacted				
Drainage layer below DPM				
DPM joints tapped/lapped				
Slab thickness				
Thickenings as per floor/truss plan				
Starter/reinforcing laps (1 x square + 50mm)				
Chairs installed				
Anti cracking bars at corners				
SLAB ON GROUND				
Fill clean and adequately compacted				
Drainage layer below DPM				
DPM joints tapped/lapped				
Slab thickness				
Thickenings as per floor/truss plan				
Starter/reinforcing laps (1 x square + 50mm)				
Chairs installed				
Anti cracking bars at corners				
Ground levels and boundary offsets (daylighting)				
Finished floor level				
Evidence of hazardous agents/materials				
Natural Ground of adequate strength & non organic				
Fill material and compaction				
Ground water				
Impact of site works on building/neighbours				
TOPPING SLABS				
(as above where applicable)				
Props where required				
Seating of units				
Sheer studs in place on steel beams				
Reinforcing as specified				
Laps to plan				
Laps closely spliced and tied				
Steel adequately tied				
Chairs in place				
Saddle bars as specified				
Cantilevered saddles staggered				
Boxing allows for specified depth				
Adequate cover for services				

Checklist	P	F	N/A	Sign/Date
DRAINAGE				
Pipe size & material				
Inspections and rodding points				
Falls adequate				
Connection Ok and to correct outfall				
Bedding and cover				
Venting for main and branch drain				
Anchoring on steep inclines				
Gullys bedded				
Septic tank size as specified				
Effluent fields as specified and ground ok				
Manholes sealed				
Soak holes as per plan and PIM				
FIXING/FRAMING				
Timber size/treatment/grade as specified				
DPC in place				
Bracing as per plan				
Holding down provisions				
Straps for braces/lintels				
Trusses installed to truss plan				
Uplift fixings, hangers and ties				
Purlin fixing				
Support for loaded trusses				
Valley boards adequate length/treatment				
Ply Braces nailed to specification. S/S fixings.				
All cuts to treated timber site treated (external walls)				
BRICK VENEER				
Rebate adequate and cleaned				
Weepholes and vents				
No services in cavity				
Ties (normally 600mm horiz & 400mm vert)				
Additional ties at top/opening/lintels				
Control joints				
Lintels				
Bricks adequately lapped/bonded				
TANKING				
Product used specified				
Continuity of penetrators/joints				
Top detail watertight (sheet membranes)				
Protection of tanking material (backfilling)				
PRE-CLADDING (Direct Fix)		C/AS1		
Roof underlays lap 150mm or more and shed water		8.1.5		
Extra heavy/heavy roof self supported roof underlay spans <1200mm		8.1.5		
Light supported underlays span 300mm or less & pitch >8degrees		8.1.5		
Extra heavy/heavy supported underlays where roof pitch is <8degrees		8.1.5		
Roof wrap support is non corrosive (polypropylene / galv mesh)		9.1.7		
Wall wrap correct for non absorbent cladding (PVC, Profiled Metal)		9.6		
Wall wrap horizontal with upper edges over lower sheets		9.1.7		
Wall wrap laps min 75mm at horizontal joints & 150mm over studs at joints		9.1.7		
Second layer of wrap over head flashings or flashing tape over flashing		9.1.7		
Wrap cut and dressed into openings and flashing tape used		9.1.5		
Additional wrap over interstory Z flashings		9.1.9.4		
All wrap penetrations taped including tears		9.1.9.3		
Sealant at ends of head flashings		9.1.10.4		
Sill trays correctly installed		9.1.10.5		
Jamb flashings overlay sill flashings		9.1.10.6		
Rigid sheathing behind w/boards where required by NZS 3604 11.5.2.6				

Checklist	P	F	N/A	Sign/Date
CAVITY				
Building wrap laps, penetrations and condition				
Cavity battens and spacers as specified (Min H3.1)				
Batten/spacer fixing				
Wrap confined between studs where over 400c/c				
Flashings as specified/location and laps				
Parapet/balustrade saddle flashings and slope				
Specified requirements by system manufacturer				
Vermin protection/drainage and ventilation				
Flashing at decks & intersecting roofs				
Provision for control joints (double studs)				
Gutters/Fascias will stop short of plaster line				
Fixing Blocks for handrails/clotheslines etc				
Flashings at dissimilar claddings				
PRE PLASTER				
Substrate as specified (type, layout/fixing)				
6-9mm spacers for NRB Stucco				
Mesh galvanized (stucco)				
Control joints				
Reinforced at substrate joints/corners				
PRELINE BUILDING				
Layout as per plan				
Recheck fixing & framing issues				
Specified cladding and joinery installed				
Joinery fitted provides natural light/ventilation				
Cladding check if completed				
Moisture content <20%				
Insulation in walls/ceilings				
Insulation as specified and not compressed				
Window seals using PEF backing rod				
Roof underlay laps and continuity				
Wet area floors protected/treated				
Timber floor insulation, braces & connections				
Upper timber floor openings trimmed				
Solid blocks for larger joists				
Specified floor diaphragm fixing				
Blocks/nogs for handrails HWC restraint				
Electrical cables isolated from Poly insulation				
PRELINE PLUMBING				
Correct type of pipes				
Pipes colour coded for i/d where required				
Pressure test				
Support of piped services				
Notches and holes in building elements				
Isolation of dissimilar metals				
HWC drain tray if required				
HWC drain to outside				
Terminal vent and back vents (where required)				
PRE STOPPING				
Cladding in place/building weathertight - qualify in notes				
Linings used as specified				
Specialized sheet bracing linings used				
Fixing of braces correct				
Sheet braces connected to top/bottom plates				

Checklist	P	F	N/A	Sign/Date
FINAL BUILDING				
Check plans & job report				
EXTERIOR				
Drainage away from buildings to cesspits				
No obstruction of subfloor vents or brick vents				
Height... cladding & FFL to ground				
Gullies above ground level/sealed/relief gully				
Cladding as specified				
Painted & sealed - LVR ok				
Flashing/Joinery/Meter Box/Penetrations				
Roof Cladding Fixings & Flashings/vermin protection				
Gutters - Overflow provision/fall				
Safety Barriers, parapets, balustrades - sloped/caped				
Height/gap/toeholes				
Non slip surfaces - steps/patio				
Stair Pitch/Rise/Going & handrails				
Gutters/downpipes				
Floor height to lowest point of site or crown of road				
Backflow - irrigation/pool				
Vent pipes - Location in relation to windows/openings				
Sub Floor - Vents, Access Fixings, Insulation				
INTERIOR				
Wet Areas				
Wall finish				
Floor finish - protection of timber				
Overflow protection				
Ventilation: Natural or Mechanical to outside				
Safety glass barriers/bathrooms/stairwells & level changes				
Clear drainage slots in joinery				
Stairs - pitch/tread/rise/going/handrails				
Cooker/Food storage				
Easy clean surfaces				
Smoke alarms - proximity to sleeping areas				
HWC - Valves/vents/restraint/tempering/metal pipes				
Insulation - Ceiling cover, downlights				
FINAL PLUMBING				
EXTERIOR				
Gullies above ground level/sealed/relief gully				
Gutters - Overflow provision/fall				
Gutters/downpipes				
Backflow - irrigation/pool				
Vent pipes - Location in relation to windows/openings				
INTERIOR				
Showers/vanities/sinks benches etc sealed				
Toilet/basin/shower or bath				
Laundry tub				
Sink/bench				
Gas cooker heat deflection				
Gas heater ventilation				
SOLID FUEL HEATER				
Make/Model as specified				
Clearances to specification				
Seismic restraint				
Hearth size/material as specified				
Roof Structure not compromised				
Roof penetration flashed				
Correct Flue used				
Flue clearances as specified				

