

STEP 1

Project: NFH Building: A or B Checklist Number: _____
Contract Number: _____ Level: _____ Date: _____
Drawing : _____ Zone: _____

STEP 2

DOCUMENT	ITEMS/ACTIVITIES TO BE VERIFIED	SIGNED	YES	NO	N/A	COMMENTS
001	<u>PRIOR TRADES</u>					
	All Prior Trades completed (kickers, cutouts etc, Plaster quality check		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	AS1884 Level Areas Identified - Out of Tolerance Slab Rectification Works Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	INSTRUCTION TO PROCEED	DATE:				
002	<u>FLOOR PREPARATION AND SCREEDING</u>					
	Check MAPEI Short form Specification details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Assessment of ventilation required; Assessment of barricades required; Assessment of door and fire seal requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Grading layout approved If bulk screeding to falls in wet areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DRY AREAS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Light Diamond Grind, Vacuum , Apply ECO PRIMER T; Repeat clean and primer process		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo
	Complete out of Tolerance Slab Rectification.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Complete 3mm ULTRAPLAN Topping Screed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	WET AREAS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Light Diamond Grind, Vacuum , Apply ECO PRIMER T; Repeat clean and primer process		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo
Pre-Tanking below	Ensure the surface is free of all dirt, loose particle and other surface contaminants; Ensure that screeds/toppings have cured as per manufacturers specifications; Materials Delivery / Batches; Apply PRIMER T to all surfaces to be treated with waterproof membraneApply MAPEGUM WPS or MAPEI AQUADEFENSE membrane to all surfaces by brush or roller to achieve a wet film thickness of no less than 1.0mm; Allow to cure hard (approx. 4hrs) and apply a second coat to achieve a wet film thickness of not less than 1.0mm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply ECO PRIMER T Apply UC Leveller and aggregate bulk fill (or TOPCHEM PRONTO to required thickness. NIVORAPID for additional grading		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo for ECO PRIMER & Final Photo
	INSTRUCTION TO PROCEED	DATE:				
003	<u>TANKING AND WATERPROOFING</u>					
	Check MAPEI Short form Specification details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ensure the surface is free of all dirt, loose particle and other surface contaminants; Ensure that screeds/toppings have cured as per manufacturers specifications; Materials Delivery / Batches; Apply PRIMER T to all surfaces to be treated with waterproof membrane;L to joins in first coat; Apply MAPEGUM WPS or MAPEI AQUADEFENSE membrane to all surfaces by brush or roller to achieve a wet film thickness of no less than 1.0mm; Allow to cure hard (approx. 4hrs) and apply a second coat to achieve a wet film thickness of not less than 1.0mm		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo
	Apply ECO PRIMER T and LATEX PLAN Top Coat		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Provide flood test report — 1 per Zone per Level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo (Start & Finish)
	INSTRUCTION TO PROCEED	DATE:				
004	<u>VINYL INSTALLATION</u>					
	Specification Materials and Final Layout Checks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Current Plan and Elevation in use		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Trims, Angles and Expansion Joints, Door Seals; Material Selection; Colour Selection; 150mm High Coving and Extent; Seam Layout to approved methods; Feature Layout; Wallsheet Extent & Layout; Hose Reel Cupboards; Adhesive Selections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Install wall and floor vinyl to manufacturers installation methods and specifications		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAND OVER DOCUMENT ITR								
STEP 1	Project: <u>NFH</u>		Building: <u>A or B</u>		Checklist Number: _____			
	Contract Number: _____		Level: _____		Date: _____			
	Drawing : _____		Zone: _____					
		Ensure the surface is free of all dirt, loose particle and other surface contaminants - vacuum only; Clean and patch using Planiprep SC to 3mm ULTRAPLAN topping; Final visual check of floor preparation; Saw cut and PU 45 Caulk Slab Pour Joints for PVC Expansion Strips; Check Door Clearances and Fire Seals			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Hot Weld and Trim			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Clean area and defect free			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Protection Installed works with recommend protection , Tape all joins			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photo
		Monthly Manufacturer report (Supplier)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		INSTRUCTION TO PROCEED		DATE:				
	We hereby give notice 24/48 hours we shall be ready for the final joint inspection on:							
	DATE:		TIME:		NAME:			
STEP 3	SIGN AND PROCEED TO THE NEXT STAGE OF WORKS							
	Any inspections conducted / acknowledged by Builder for any works on this form does not relieve Floor91 or any of their Sub-contractors from compliance to the Contract Documents & Specifications							
	SUBCONTRACTOR		ENGINEER / SUPERVISOR		OTHERS / CLIENT (Where Required)			
	NAME _____		NAME _____		NAME _____			
	SIGNED _____		SIGNED _____		SIGNED _____			
	DATE _____		DATE _____		DATE _____			