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| **Scope:** Suspended Ceilings | **ITP Document No.:** 2 | **Revision No.** A | **Date of Revision:** 24/03/2023 |
| **Project Name:** Melbourne Quarter Tower – Medibank Fitout | | **Organization Name:** Lendlease | |
| **Project Address:** 699 Collins Street, Docklands VIC 3008 | | | |
| **Prepared by** | | | |
| **Name:** Austin Han | **Position:** Construction Administrator | **Signature:** | **Date:** |
| **Approved by** | | | |
| **Name:** Greg Edwards | **Position:** Construction Manager | **Signature:** | **Date:** |

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| **Level:** | **Room No./Area:** |

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| W = Witness, HP = Hold Point, S = Surveillance, R = Review | | | | | | | | |
| **Item** | **Activity** | **Reference Documents** | **Acceptance Criteria** | **Frequency** | **Verification Records/Comments** | **Inspection By** | | |
| **Subcontractor** | **Lendlease** | **Client** |
| 1 | Frame Ceiling | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2)  Refer to Lendlease  CiDD – All Alerts  and Guidelines for  Suspended Ceilings | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Studco installation guide.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard AS/NZS  2785:2000 | Each Location | Visual  Checklist | S | S |  |
| 2 | Bulkhead  framing | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2) | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Studco installation guide.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard AS/NZS  2785:2000 | Each location | Visual  Checklist | S | S |  |
| 3 | Trim out access panels | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2) | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard -  AS1530.4:2014 | Each location | Visual  Checklist | S | S |  |
| 4 | Insulation to  ceilings | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2) | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Batts insulation installation guide  Architectural Specification – 0819  Insulation and barriers  Australian Standard: AS/NZS  4859:1 – 2018, AS/NZS 1530.3 :  1999, AS/NZS1530 Part 1: 1994 | Each location | Visual  Checklist | S | S |  |
| 5 | Service Check  for preinstallation  of  sheets | Service Sign-off  checklist | All service checklists are signed off  by relevant trades | Each location | Visual  Checklist | S | HP |  |
| 6 | Sheets to ceiling | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2)  Refer to Lendlease  CiDD – All Alerts  and Guidelines for  Suspended Ceilings | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Studco installation guide.  Architectural Specification – 0819  Insulation and barriers  Australian Standard AS/NZS  2785:2000 | Each location | Visual  Checklist | S | S |  |
| 7 | Stopping to ceiling | Refer to Lendlease  CiDD - Alerts and  Guidelines for  Setting Compounds  for Plasterboard | Boral installation manual revision  2016.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard AS/NZS  2785:2000 | Each location | Visual  Checklist | S | S |  |
| 8 | Sanding to Ceiling |  | Boral installation manual revision  2016.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard AS/NZS  2785:2000 | Each location | Visual  Checklist | S | S |  |
| 9 | Fit access hatch  frame | Architect drawings  (MQT\_ID series)  Finishes Schedule  (MQT\_ID\_SCH\_2) | Reflected Ceiling Plan, Ceiling  Details and Finishes Schedule  approved by Lendlease.  Architectural Specification – 0531 –  Suspended Ceiling  Australian Standard -AS1530.4:2014 | Each location | Visual  Checklist | S | S |  |
| 10 | Cut out for  lights | Architect drawings | Reflected Ceiling Plan approved by  Lendlease | Each location | Visual  Checklist | S | S |  |
| 11 | Clean Up |  | Waste all cleaned. Tools and  materials placed well. | Each location | Visual  Checklist |  | R |  |
| 12 | Check Ceiling for Patching | Architect drawings | Reflected Ceiling Plan approved by  Lendlease | Each location | Visual  Checklist | S | S |  |

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| Comments: | |
| Date of Inspection: | Carried out by: |

\*This document will be provided to evidence compliance to applicable works