|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HAND OVER DOCUMENT ITR | | | | | | | | |
| **STEP 1** | **Project: Contract Number:**  **Drawing :** | **NFH Building:**  **Level: Zone:** | **A or B** |  |  | **Checklist Number:**  **Date:** | |  |
|  |
|  |
| **STEP 2** | **DOCUMENT** | **ITEMS/ACTIVITIES TO BE VERIFIED** |  | **SIGNED** | **YES** | **NO** | **N/A** | **COMMENTS** |
| **001** | **PRIOR TRADES** |  |  |  |  |  |  |
|  | All Prior Trades completed (kickers, cutouts etc, Plaster quality check |  |  |  |  |  |  |
|  | AS1884 Level Areas Identified - Out of Tolerance Slab Rectification Works Report |  |  |  |  |  |  |
|  | **INSTRUCTION TO PROCEED** |  | **DATE:**  Photo |  |  |  |  |
| **002** | **FLOOR PREPARATION AND SCREEDING** |  |  |  |  |  |  |
|  | Check MAPEI Short form Specification details |  |  |  |  |  |  |
|  | Assessment of ventilation required; Assessment of barricades required; Assessment of door and fire seal requirements |  |  |  |  |  |  |
|  | Grading layout approved If bulk screeding to falls in wet areas |  |  |  |  |  |  |
|  | **DRY AREAS** |  |  |  |  |  |  |
|  | Light Diamond Grind, Vacuum , Apply ECO PRIMER T; Repeat clean and primer process |  |  |  |  |  |  |
|  | Complete out of Tolerance Slab Rectification. |  |  |  |  |  |  |
|  | Complete 3mm ULTRAPLAN Topping Screed |  |  |  |  |  |  |
|  | **WET AREAS** |  |  |  |  |  |  |
|  | Light Diamond Grind, Vacuum , Apply ECO PRIMER T; Repeat clean and primer process  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 |  |  |  |  |  |  |
|  | Apply ECO PRIMER T Apply UC Leveller and aggregate bulk fill (or TOPCHEM PRONTO to required thickness.  NIVORAPID for additional grading |  |  |  |  |  |  |
|  | **INSTRUCTION TO PROCEED** |  | **DATE:**  Photo |  |  |  |  |
| **003** | **TANKING AND WATERPROOFING** |  |  |  |  |  |  |
|  | Check MAPEI Short form Specification details |  |  |  |  |  |  |
|  | 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 |  |  |  |  |  |  |
|  | Apply ECO PRIMER T and LATEX PLAN  Top Coat |  |  |  |  |  |  |
|  | Provide flood test report —  **1 per Zone per Level** |  |  |  |  |  |  |
|  | **INSTRUCTION TO PROCEED** |  | **DATE:** |  |  |  |  |
| **004** | **VINYL INSTALLATION** |  |  |  |  |  |  |
|  | **Specification Materials and Final Layout Checks** |  |  |  |  |  |  |
|  | Current Plan and Elevation in use |  |  |  |  |  |  |
|  | 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 |  |  |  |  |  |  |
|  | Install wall and floor vinyl to manufacturers installation methods and specifications |  |  |  |  |  |  |

Photo for ECO PRIMER & Final Photo

Photo (Start & Finish)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HAND OVER DOCUMENT ITR | | | | | | | | | |
| **STEP 1** | **Project: Contract Number:**  **Drawing :** | **NFH** | **Building: A or B**  **Level: Zone:** | | | **Checklist Number:**  **Date:** | | |  |
|  |
|  |
|  |  | 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 | |  |  |  |  |  |  |
|  | Hot Weld and Trim | |  |  |  |  |  |  |
|  | Clean area and defect free | |  |  |  |  |  |  |
|  | Protection Installed works with recommend protection , Tape all joins | |  |  |  |  |  |  |
|  | Monthly Manufacturer report (Supplier) | |  |  |  |  |  |  |
|  | **INSTRUCTION TO PROCEED** | |  | **DATE:**  Photo |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  | 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**  **NAME** | **ENGINEER / SUPERVISOR**  **NAME** | | | | **OTHERS / CLIENT (Where Required)**  **NAME** | | | |
| **SIGNED**  **DATE** | **SIGNED**  **DATE** | | | | **SIGNED**  **DATE** |  | | |
|  | | |