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| **Principal Contractor:** Richard Crookes Constructions | **Project Name:** Epping Retirement Village, Parish |
| **Project Address:** 6-14 Cambridge Street, Epping NSW | **Contact:** Josh Hansen - 0477 111 139 |
| **Product:** Roller Blinds & Curtains | **Revision:** 01 |

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| **REF.** | **DESCRIPTION** | **CHARACTERISTICS** | **STAGE/FREQUENCY** | | **RECORDS REQUIREMENT STANDARD/SPEC** | **ACCEPTANCE CRITERIA** | **INSPECTION/TEST PROCEDURE** | | **INSTALLER** | **SUPERVISOR** | **CLIENT** |
| **1** | Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **2** | Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **3** | Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **4** | Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **5** | Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **6** | Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **7** | Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **8** | Motorised Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **9** | Motorised Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **10** | Motorised Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **11** | Motorised Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **12** | Motorised Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **13** | Motorised Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **14** | Curtains  Site Measure | Accurate site survey. | Per area. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **15** | Curtains  Track Fixings | Curtain track secured. | Per curtain during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Curtain fixings are secure & aligned. | Once secured, fixings will be firmly in place. | | X | S | W |
| **16** | Curtain  Manufacturing | Fabric cut, blind assembled and tested. | Per curtain during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Curtains are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **17** | Curtain  Install Procedure | Standard Work for Curtain Installation. | Per curtain during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Curtain installed as per Standard Work for Curtain Installation. | As per ITP procedures for track fixings, fabric blemishes and operation. | | X | S | W |
| **18** | Curtain  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per curtain after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check curtain over for flaws once installed. | | X | S | W |
| **19** | Curtain  Operation | Operation check to ensure curtains draw smoothly and are not obstructed. | Per curtain after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, curtains draw smoothly with no obstruction. | | X | S | W |
| W = Witness Point | | A witness point provides a party (such as the customer, service provider and regulatory authority) with the opportunity to witness the inspection or test an aspect of the work, at their discretion. | | | | | | | | | |
| H = Hold Point | | A hold point defines a point beyond which work may not proceed without the authorisation of a designated service provider or authority. This designated service provider or authority might be an agency or other customer’s representative/authorised person, or a regulatory authority representative, or it may be the service provider inspecting its service provider or worker. | | | | | | | | | |
| H (A) = Inspection/test by authority | | | | S = Surveillance or monitoring by supervisor | | | | X = Self inspection by worker performing the work | | | |

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| **NORFOLK BLINDS REPRESENTATIVE:** | **DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_** | **SIGNED:** |