

# Joinery Installation Sign-Off Sheet

**Checklist Type:** Joinery  
**Project Name / Block:**   
**Apartment / Unit:**   
**Date of Inspection:** 2025-05-16  
**Subcontractor Name:**   
**CH Foreman:**

# Checklist Items

### Fire Door Installation

* Entrance door installed, plumb, and square ☐
* Fire rating label visible and undamaged ☐
* Intumescent seals fitted correctly (frame or door as required) ✅
* Gap tolerances compliant and packers fitted correctly ☐
* Door closes fully and latches without resistance ☐
* Door furniture/ironmongery fitted to spec ☐

### Door Liners & Pod Door Flat Liners

* Entrance door liner installed straight and securely fixed ✅
* Pod door flat liner fitted correctly and square ☐

### Internal Doors

* Internal doors installed correctly with consistent gaps ☐
* Hinges, handles, and latches fitted securely ☐

### Skirting Installation

* Skirting fitted tight to wall, level, and flush ☐
* Joints (mitres, scribes) tight and filled where required ☐
* Fixings fitted neatly ☐

### Architraves

* Architraves fitted tight to frame and wall ☐
* Consistent margins and clean mitres ✅
* No gaps, damage, or poor cuts visible ☐

### Thresholds / Trims

* Correct type and size of thresholds installed ☐
* Fitted level and securely fixed ☐
* No sharp edges, trip hazards, or gaps ☐

### Doorstops

* Doorstops fitted correctly ☐

### Ironmongery

* All ironmongery installed to spec ✅
* Function tested – doors open, close, and latch smoothly with receivers adjusted ☐
* No missing screws or loose components ☐

### Final Checks

* Damaged/missing components reported ☐
* Area left tidy and safe ☐
* Installation ready for inspection/handover ☐

Subcontractor Signature:

