

## General Information

Listed below are the inspection elements and prompts within each element. Please note that not all elements will be relevant for your project. The inspection will remain 'in progress' until all elements within the inspection type are completed and passed, and this may require multiple inspections.

For the inspection to take place, please ensure that all consent documentation is available on site including all approved (stamped) documents, Building Consent (Form 5), Inspections and General Information.

## 1. External Works

<b>1.1 External Works</b>	<b>1.1.1 Roof</b> <ul style="list-style-type: none"> <li>Roof covering, flashings, penetrations complete</li> </ul>
	<b>1.1.2 Cladding</b> <ul style="list-style-type: none"> <li>Cladding types and fixings as per plans completed, flashings, scribes in place</li> <li>Penetrations, vent cowlings gaps or junctions flashed and or sealed</li> <li>Cladding is painted/sealed and reflectivity okay</li> <li>Fire resistant cladding complete</li> <li>Veneer weep and ventilation holes in and clear</li> <li>Vermin strip provided to cavities</li> <li>Cladding extends 50mm past bottom plate</li> <li>Vertical and horizontal control joints in place (if required)</li> </ul>
	<b>1.1.3 Floor Heights</b> <ul style="list-style-type: none"> <li>Ground clearance compliant (at time of inspection)</li> <li>Landscaping complete (at time of inspection)</li> </ul>
<b>1.2 Subfloor</b>	<ul style="list-style-type: none"> <li>Base boards and ventilation in place</li> <li>Access to subfloor provided</li> <li>Subfloor ground levels not lower than exterior ground levels</li> <li>Correct subfloor fixings in place</li> <li>Ground vapor barrier laid in subfloor area</li> <li>Subfloor insulation in place</li> </ul>
<b>1.3 Ancillary Buildings</b>	<b>1.3.1 Structure</b> <ul style="list-style-type: none"> <li>Matches the consented plans</li> <li>Bracing Wall/Roof</li> <li>Wall framing/girts/fixings</li> <li>Post/Portal Size and Fixings</li> <li>Truss/Roof framing sizes and connections</li> <li>Rafters and purlins</li> <li>Size, spacing's, span, fixing</li> </ul>
	<b>1.3.2 Roof / Wall Cladding</b> <ul style="list-style-type: none"> <li>Building Wrap Walls / Roof</li> <li>Exterior Cladding roof/wall flashings and fixings</li> <li>Cladding to ground clearances</li> <li>Window/Door flashings</li> </ul>
	<b>1.3.3 Drainage</b> <ul style="list-style-type: none"> <li>Stormwater Disposal/Storage Tanks/overflow</li> <li>Spouting and Downpipes</li> </ul>
<b>1.4 Verandas / Pergolas</b>	<ul style="list-style-type: none"> <li>Post/beam fixings as per plans</li> <li>Rafter/joist/ribbon board complete</li> <li>Connections to building envelope as per plans</li> </ul>

<b>1.5 Exterior Deck</b>	<ul style="list-style-type: none"> <li>• Deck constructed as per the consented documents</li> <li>• Bracing / structure complete</li> <li>• Decking boards kept clear of the cladding</li> <li>• Compliant barriers provided to areas with falls of more than 1000mm</li> </ul>
<b>1.6 Exterior Stairs</b>	<ul style="list-style-type: none"> <li>• Stairs, handrails and ramps constructed as per the consented documents</li> <li>• Open stair riser gap less than 100mm</li> <li>• Stair risers and treads are uniform</li> <li>• Handrails provided to stairs with four or more risers giving access to dwellings</li> <li>• Has adequate slip resistant walking surface</li> </ul>
<b>1.7 Enclosed Decks</b>	<ul style="list-style-type: none"> <li>• Discharge through scupper to rainwater head or roofing outlet</li> <li>• Overflow provided</li> <li>• 5 degrees min slope provided to enclosed balustrade capping</li> <li>• Decking boards / tiles kept clear of the cladding</li> <li>• Cladding clearance from deck membrane</li> <li>• Entrance way stepdown</li> </ul>
<b>1.8 Flat Roofs</b>	<ul style="list-style-type: none"> <li>• Discharge through scupper to rainwater head or roofing outlet</li> <li>• Overflow provided</li> <li>• 5 degrees min slope provided to enclosed parapet capping</li> <li>• Cladding clearance from roof membrane</li> </ul>
<b>1.9 Retaining Walls</b>	<ul style="list-style-type: none"> <li>• Completed as per the consented plans</li> <li>• Barriers provided (over 1000mm fall)</li> <li>• Drains dispersed to stormwater system if necessary (through sump)</li> <li>• Wall Material</li> </ul>
<b>2. Exterior 3 Waters</b>	
<b>2.1 Exterior Plumbing</b>	<b>2.1.1 Above Ground Plumbing</b> <ul style="list-style-type: none"> <li>• Terminal vent extends to atmosphere and away from openings in building</li> <li>• Downpipes in place and secure</li> <li>• Spreader on roof to roof junction</li> </ul>
	<b>2.1.2 In Ground Drainage</b> <ul style="list-style-type: none"> <li>• Gulley traps/ORG charged and sealed where wastes enter trap</li> <li>• Gulley traps/ORG in place and protective plaster haunch completed if needed</li> <li>• Unprotected drains?</li> </ul>
	<b>2.1.3 Sumps</b> <ul style="list-style-type: none"> <li>• Sump type and size matches plans</li> <li>• Installation, sump size, alignment</li> <li>• Location</li> <li>• Sump trap setup correctly</li> </ul>
<b>2.2 Commercial Connection</b>	<ul style="list-style-type: none"> <li>• Foul and Stormwater connections to council lateral to be physically checked</li> <li>• Closest foul water manhole lifted, taps turned on and toilets flushed to view flow.</li> <li>• Drainlayer has provided evidence a dye test has been completed.</li> </ul>

3. Interior Works	
<b>3.1 General Interior</b>	<b>3.1.1 Paint / Sealing of Interior</b> <ul style="list-style-type: none"> <li>• Toilet, kitchen, laundry and bathrooms walls and ceilings sealed</li> </ul>
	<b>3.1.2 Smoke Alarms</b> <ul style="list-style-type: none"> <li>• Location according to the consented plans and/or NZS4514:2021</li> <li>• Installed according to the manufacturer’s installation instructions</li> <li>• Tested according to QLDC inspection technical guidance</li> <li>• Battery powered or hard wired interconnected?</li> </ul>
	<b>3.1.3 Window Joinery</b> <ul style="list-style-type: none"> <li>• Joinery manufactured to the correct wind zone</li> <li>• Window restrictors fitted</li> </ul>
<b>3.2 Intertency Fire Walls</b>	<b>3.2.1 Intertency Walls</b> <ul style="list-style-type: none"> <li>• Fire rating complete</li> <li>• Firewall Integrity</li> <li>• Sealed at the roof line</li> <li>• Sealed at the exterior wall</li> <li>• Sealed at the soffit</li> <li>• Penetrations sealed, and fire collars completed</li> </ul>
	<b>3.2.2 Intertency Ceilings</b> <ul style="list-style-type: none"> <li>• Fire rating complete</li> <li>• Sealed at the external wall line</li> <li>• Sealing of penetrations</li> </ul>
<b>3.3 Boundary Fire Walls</b>	<ul style="list-style-type: none"> <li>• Fire rating complete</li> <li>• Firewall Integrity</li> <li>• sealed at the roof line /parapet</li> <li>• Sealed at the wall ends</li> <li>• Penetrations sealed, and fire collars completed</li> </ul>
<b>3.4 Fire/Smoke Doors</b>	<b>3.4.1 Fire Doors</b> <ul style="list-style-type: none"> <li>• Identify rating and location</li> <li>• Doors, self-closers / magnetic hold open devices and signage operational</li> <li>• Door operation (not binding)</li> <li>• Sill gap (25mm to non-combustible, 10mm to combustible)</li> <li>• Door seals as specified</li> <li>• Door tags fitted</li> <li>• Tags content (standard no, fire rating level, manufacturer, door No, year if manufacture)</li> </ul>
	<b>3.4.2 Smoke Stop Doors</b> <ul style="list-style-type: none"> <li>• Identify rating and location</li> <li>• Doors, self-closers / magnetic hold open devices and signage operational</li> <li>• Door operation (not binding)</li> <li>• Sill gap (25mm to non-combustible, 10mm to combustible)</li> <li>• Door seals as specified</li> <li>• Door tags fitted</li> <li>• Tags content (standard no, smoke rating level, manufacturer, door No, year if manufacture)</li> </ul>

<p><b>3.5 Hot Water Cylinder</b></p>	<ul style="list-style-type: none"> <li>• Seismic restraints fitted (Third strap when exceeding 200lts*)</li> <li>• Safe tray and vertical blocking fitted</li> <li>• Supported Inlet and outlet pipework</li> <li>• Valve train <ul style="list-style-type: none"> <li>○ Isolating valve</li> <li>○ Pressure limiting valve</li> <li>○ Non return valve</li> <li>○ Expansion control valve</li> <li>○ Tempering valve</li> <li>○ Low Pressure: Open vent or pressure relief valve</li> <li>○ High Pressure: pressure relief valve (not drain or back flow into safe tray)</li> </ul> </li> <li>• Pipework insulation completed</li> <li>• Drain valve 25mm min air break</li> <li>• Relief drain at least one size larger than cylinder outlet</li> <li>• Cylinder Pressure</li> </ul>
<p><b>3.6 Interior Stairs</b></p>	<ul style="list-style-type: none"> <li>• Completed as per the consented plans</li> <li>• Min. tread max. rise</li> <li>• Head room (min 2m main stair*)</li> <li>• Handrails fitted correct height</li> <li>• Balustrade barrier (height, fixing)</li> <li>• Branded safety glazing identified</li> </ul>
<p><b>3.7 Kitchen</b></p>	<ul style="list-style-type: none"> <li>• Kitchen bench and areas subject to water splash sealed</li> <li>• Periphery of gas burner greater than 200mm from combustible material</li> <li>• Splashback protection a minimum 150mm high provided</li> <li>• Range hood vented to exterior</li> <li>• Air admittance valves installed (if required)</li> </ul>
<p><b>3.8 Bathrooms</b></p>	<ul style="list-style-type: none"> <li>• Impervious and easily cleaned floor and walls services subject to water splash</li> <li>• Branded safety glazing identified (window and shower screens)</li> <li>• Seal around vanity, bath and shower</li> <li>• Ventilation installed and operating, vented to exterior</li> <li>• Air admittance valves installed (if required)</li> <li>• Wall to floor sealed</li> <li>• Signage if Commercial</li> <li>• Check and record water temperature at the vanity in each bathroom and record the reading. Ensure it does not exceed: <ul style="list-style-type: none"> <li>○ 45 degrees for early childhood centers, old people’s homes, hospitals and other care institutions</li> <li>○ 50 degrees for all other buildings</li> </ul> </li> </ul>
<p><b>3.9 Laundry</b></p>	<ul style="list-style-type: none"> <li>• Laundry tub or space and service connection for a washing machine provided</li> <li>• Areas subject to water splash sealed</li> <li>• Ventilation provided (opening window, door, extract etc.)</li> </ul>
<p><b>3.10 Ceiling Space</b></p>	<ul style="list-style-type: none"> <li>• Access to ceiling space provided</li> <li>• No access provided (skillion Roof)</li> <li>• Insulation in place / exposed water pipes insulated</li> <li>• Extract ducting connected from room to exterior</li> </ul>
<p><b>4. Access and Mobility</b></p>	
<p><b>4.1 Accessible Features</b></p>	<p><b>4.1.1 Exterior Access</b></p> <ul style="list-style-type: none"> <li>• Car parks, number, location, size</li> <li>• Parking signage</li> <li>• Access routes</li> </ul>

	<ul style="list-style-type: none"> <li>• Access into building ramps, thresholds</li> <li>• Colour contrast</li> <li>• Building accessible signs</li> </ul>
	<p><b>4.1.2 Amenities</b></p> <ul style="list-style-type: none"> <li>• Size of room</li> <li>• Signage In place including directional signs</li> <li>• Door width / opening direction, lock, closer</li> <li>• Grab rails (door, toilet, shower)</li> <li>• Toilet pan + seat, basin, mirror, toilet roll holder</li> <li>• Shower seat, shower rose, lever control, level entry</li> </ul>
	<p><b>4.1.3 Accessible Routes</b></p> <ul style="list-style-type: none"> <li>• Doorways and corridors: clear width, glazing colour contrasted, projections into corridors</li> <li>• Stairs: width, handrails, landings, risers, treads, nosing, contrasting colours</li> <li>• Ramps: width, slope, length, landings, handrails, barriers (side of ramp), lighting</li> <li>• Lifts: sizes, controls, lobby width, signage, grabrails</li> <li>• Public reception: accessible counter / desk</li> <li>• Alerting devices: audible and visual signal</li> <li>• Signage: in place including directional signs</li> </ul>
<b>5. Energy Works</b>	
<b>5.1 Gas</b>	<ul style="list-style-type: none"> <li>• Bottle location (proximity from windows, doors, drains, vents)</li> <li>• Bottles secured</li> <li>• Bottles on pad</li> <li>• Gas supply</li> </ul>
<b>5.2 Electrical</b>	<ul style="list-style-type: none"> <li>• Power on</li> <li>• Unfinished work made safe</li> </ul>
<b>6. Solid Fuel Heater</b>	
<b>6.1 Free Standing Fire</b>	<p><b>6.1.1 Flue</b></p> <ul style="list-style-type: none"> <li>• Flue installed to manufacturers specifications</li> <li>• Flue clearances</li> <li>• Roof structure unaffected</li> <li>• Insulation clear of flue</li> <li>• Liner</li> </ul>
	<p><b>6.1.2 Heater</b></p> <ul style="list-style-type: none"> <li>• Fireplace restraints fitted</li> <li>• Clearance from Rear of unit to wall</li> <li>• Clearance from side of unit to wall</li> <li>• Clearance from corner of unit to wall</li> <li>• From window drapes/combustibles</li> </ul>
	<p><b>6.1.3 Hearth</b></p> <ul style="list-style-type: none"> <li>• Clearance from heater to front of hearth</li> <li>• Clearance from heater to sides of hearth</li> <li>• Hearth type</li> </ul>
<b>6.2 Inbuilt Fire</b>	<ul style="list-style-type: none"> <li>• Hearth type</li> <li>• Clearance from heater to front of hearth</li> <li>• Clearance from heater to mantle</li> <li>• Mantle deflector installed</li> <li>• Was the Inbuilt / Insert inspection carried out?</li> </ul>

<p><b>6.3 Wetback</b></p>	<ul style="list-style-type: none"> <li>• Restraints fitted to new HWC</li> <li>• Height of HWC above wetback</li> <li>• Cylinder is open vented with 20mm dia minimum vent</li> <li>• Tempering valve fitted to HWC</li> <li>• Pipework between wetback and HWC in copper</li> <li>• Hot flow from wetback minimum upward slope of 1:2 and average not less than 1:7</li> </ul>
<p><b>6.4 External Fire</b></p>	<p><b>6.4.1 Flue</b></p> <ul style="list-style-type: none"> <li>• Flue flashed to roof cladding</li> <li>• Height and location of flue</li> <li>• Minimum flue length 4.2m</li> <li>• Flue within 3m horizontally from ridge, flue height to be a minimum of 600mm above ridge</li> <li>• Flue more than 3m horizontally from ridge, flue height to be a minimum of 1000mm above surrounding roof line</li> </ul>
	<p><b>6.4.2 In Chimney</b></p> <ul style="list-style-type: none"> <li>• Chimney construction</li> <li>• Correct clearances maintained to beams, rafters, purlins, roof insulation and roofing underlay</li> <li>• Chimney flashing cap is vented</li> <li>• Adequate ventilation provided to chimneys</li> </ul>
<p><b>7. Other Systems and Methods</b></p>	
<p><b>7.1. Non typical and modular construction</b></p>	<ul style="list-style-type: none"> <li>• Are specifications available and checked</li> <li>• Record approved installer number, installation checklist, test certificates etc.</li> <li>• Brief description of product/system and installation details sighted</li> </ul>
<p><b>8. On Site Minor Variation</b></p>	
<p><b>8. On Site Minor Variation</b></p>	<ul style="list-style-type: none"> <li>• Check the proposed onsite MV aligns with the QLDC on site MV guidance sheet - Changes to Approved Documents Assessment Tool</li> <li>• Outline a full description of the proposed on site MV</li> <li>• Record the reason for decision and confirm that satisfied <b>on reasonable grounds</b> the proposed on site MV demonstrates compliance</li> <li>• Ensure any on site MV amended plans, specifications and documentation are provided and checked (if required)</li> </ul>
<p><b>9. Final Sign Off</b></p>	
<p><b>9.1 Sign Off</b></p>	<ul style="list-style-type: none"> <li>• Check Dashboard that all Inspections are Completed and Passed</li> <li>• If site has an Inground Pool, Free Standing Pool or Small Heated Pool ensure the Pool Barrier Inspection is Completed and Passed</li> <li>• Has Freestanding Pool</li> <li>• Has Inground Pool</li> <li>• Has Small Heated Pool</li> <li>• Have all previous inspections passed</li> <li>• Specified Systems inspection has passed</li> </ul>