Commercial Inspection Checklist – Preline

Address: _____ Building Consent No.: _____

Tradesperson: _____ Tradesperson: _____

Reg.No.: _____ Contact Details: _____ Reg. No.: _____ Contact Details: _____

Date: _____ Time: _____ Staged/Partial Inspection: _____ ___ of ___

Item to be inspected for compliance: with the Building Act 2004, NZBC & Approved Documents B1, B2, C2, C3, C4, E1, E2, F2, F4, F5, G4, H1, Specific Engineer Design (SED) and NZS 3604:1999 & NZS 3604:2011	Outcome[1] Pass	N/A	Fail	Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviating from approved documents 3. Detail alternative solution & how compliance is achieved
Conditions of consent/site instructions read?				Yes / No
Approved plans & specifications sighted?[2]				Yes / No
Approved plans include specific design detail?				Yes / No
Plumbing pre-line inspection passed?[3]				Yes / No Comment:
Subfloor inspection passed?				
Framing inspection passed?				
Site hazard board read	Yes / N/a / No			
Special PPE required for this site (as detailed on hazard board)?	Yes / No			Specify: steelcapped footwear / eye protection / dust mask Other:
Fire safety precautions allowed for?[4]				Yes / No
Exterior				
Exterior cladding in place & weathertight?				Yes / No
If "No" Weathertight Inspection Checklist MUST be completed & passed				
Roof				
Roof cladding & flashings[5]				
Access to roof space[6]				
Bracing				
Brace bottom plate fixings				Type:
Unit length as per plan				
Bracing limitations[7]				
Roof bracing checked				
Bracing as per approved plans				
Framing				
Bottom plate fixings				Type:
Floor plan as per approved plans				
Moisture content[8]				MC Range % - %
Lintels & beams as per approved plans				
Lintel/beam support & fixings & straps				
Fixings for high wind[9]				
Spacing (suitable for linings)				
Engineer detail as per approved plans				
Engineer design steel connections checked				
Fire Wall				
Engineer detail as per approved plans				
S rating requirements checked				
F rating requirements checked				
Fixings & straps				
Penetrations & electrical fittings[10]				
Insulation				
Air gap backing rod and foam installed correctly?				
Insulation walls				Type: Grade: R
Insulation ceilings				Type: Grade: R
Blown insulation thickness				
Insulation in skillion roof				
Ply (roof & decks) thickness as per plans				

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	Pass	N/A	Fail	
Safety Glazing				
Exterior windows				
Window restrictors fitted				
Doors				
Stairs				
Wet areas				
Glass manifestation checked				
Wet Area				
Flooring substrate as per plans				
Waterproofing systems checked				
Provision for accessible facilities checked[11]				
Notes[12]:				

Amended plans required?	Yes / No	Officer:
Amended specifications required?	Yes / No	
Reinspection required?	Yes / No	Signed:
Site instruction issued?	Yes / No	
Pre-line inspection passed?	Yes / No	Date:

[1] Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation.
[2] Approved stamped site plan, foundation plan, cross section drawings, truss layout and fixing detail, specifications, engineer detail, floor plan, drainage plan, effluent disposal site plan and detail
[3] Where plumbing pre-line inspection has not been passed, site instruction to be issued detailing areas able to be lined & any other necessary actions
[4] Emergency lighting, alarm systems, hose reels, alarm panel, etc.
[5] Roof is weatherproofed i.e minimum of ridge caps, barge rolls, barge flashings, apron flashings in place
[6] NZS 3604:1999 Section 13.3.1 & NZS 3604:2011 section 13.3.1 location to allow unobstructed access to roof space, min. 600mm headspace
[7] Check bracing limitations in appropriate bracing manual (e.g. Limitations Page 8 GIB Bracing Systems)
[8] Reference E2 / AS1, 11.2. Forest Research Institute recommends testing 10 studs, 6 ceiling battens & 6 lintels, 9 out of the 10 studs must be within the limits.
[9] Lintels, studs, wind straps, bottom & top plates
[10] All penetrations shall be fire rated to ensure the integrity of the fire separation is not compromised
[11] Handrail/grab rail fixings provided
[12] Note any additional information, such as: cast in fixings, timber, etc.