

Inspection Checklist – Retaining Wall/ Split Level Foundation Wall

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, C3, C4, E1, E2, F5, G4, G6 and NZS 3604:1999 & NZS 3604:2011	Outcome ¹			Details of Inspection & Comments: Comments must be made for: 1. Non-complying Items 2. Items/work deviates from approved documents 3. Detail alternative solution & how compliance achieved
	Pass	N/A	Fail	
Conditions of consent/site instructions read?				Yes / No
Approved plans & specifications sighted? ²				Yes / No
Approved plans include specific design detail?				Yes / No
Special PPE required for this site	Yes / No			Specify: steelcapped footwear / eye protection / dust mask Other:
Siting				
Property address confirmed				
Boundary pegs identified				
Surveyor's certificate required for siting				
Measurements taken to boundary				
Specific Design				
Confirm Engineer inspection and approval				
Timber Retaining Wall				
Foundations as per approved plans				
Depth of post holes				Specify: _____ mm
Diameter/dimensions of post holes				Specify dia: _____ mm sq _____ mm x _____ mm
Timber treatment				Specify: H5/Alternative solution
Concrete Retaining Wall				
Retaining wall as per approved plans				
Water proofing/tanking method				Specify:
Tanking continuous under foundation up to height of fill				
Protection of tanking/waterproofing				Specify:
Drainage in place				
Drainage below level of adjacent floor				
Concrete strength specified				MpA
Concrete Block Retaining Wall				
Retaining wall as per approved plans				
Water proofing/tanking method				Specify:
Tanking continuous under foundation up to height of fill				
Protection of tanking/waterproofing				Specify:
Drainage in place				
Drainage below level of adjacent floor				
Concrete strength specified				MpA
Steel in blocks				
Vertical steel centrally placed				Vertical D/HD _____ mm
Horizontal steel alternate sides				Horizontal D/HD _____ mm
Steel lapped & tied				
Cleanouts formed				
Cavity washed out				
Cavity clear of excess mortar				
Notes:				

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	Pass	N/A	Fail	
Amended plans required?	Yes / No	Officer:		
Amended specifications required?	Yes / No			
Reinspection required?	Yes / No	Signed:		
Site instruction issued?	Yes / No			
Retaining wall 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, specifications, engineer detail, drainage plan, effluent disposal site plan and detail