

Flooring Installation Inspection

A flooring installation record covering the specified system, substrate evidence, product batches, installation observations, defects and handover limits.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records installation quality against supplied criteria. It is not a structural assessment, universal moisture-test method, slip-resistance certificate or asbestos survey.

Approved Documents provide guidance for Building Regulations in England. Flooring acceptance also needs the project specification and manufacturer instructions; a checklist does not establish building control approval.

2. Flooring system

Room, floor and area reference *

Finish, substrate and system specification *

Product batches and instruction revision *

Installer and inspection stage

3. Substrate and environment

Substrate moisture method, instrument and report reference

Actual results and approved acceptance criteria

Record the test method, location, units and system-specific criterion. Avoid applying a result to areas that were not tested.

Preparation, repairs and compatibility evidence *

Ambient and substrate conditions

4. Installation checks

Layout and joints checked against design * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Adhesive or fixing records checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Levels, transitions and thresholds checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Surface defects and contamination recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Protection and cure or access restrictions recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Installation evidence (photos: attach, or note the file names)

5. Handover

Defects, repairs and reinspection *

Cleaning and maintenance instructions handed over

Authorised release and restrictions

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.