

## Commercial Inspection Checklist - Final

Address: \_\_\_\_\_ Building Consent No.: \_\_\_\_\_

Tradesperson: \_\_\_\_\_ Tradesperson: \_\_\_\_\_

Reg.No.: \_\_\_\_\_ Contact Details: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Contact Details: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staged/Partial Inspection: \_\_\_\_\_ of \_\_\_\_\_

<b>Item to be inspected for compliance:</b> with the Building Act 2004, NZBC & Approved Documents Complies with approved plans & specifications	<b>Outcome<sup>1</sup></b>			<b>Details of Inspection &amp; Comments:</b> Comments <b>must</b> be made for: 1. <b>Non-complying</b> Items 2. Items/work <b>deviates</b> from approved documents 3. Detail alternative solution & how compliance achieved
	Pass	N/A	Fail	
Stamped approved plans and specification on site?				Yes / No
Application for Code Compliance Certificate received?				Yes / No
Conditions of consent / site instructions read?				Yes / No
Conditions of consent actioned				
Plumbing final inspection requested / passed?				
All previous inspections / reinspections passed?				
Electrical certificate of compliance provided?				
Gas certificate of compliance provided?				
Producer Statements as specified on building consent conditions provided?				
Certified Accredited Fire Alarm Approval		Yes / No		
Does building require a Compliance Schedule		Yes / No		
Does existing compliance schedule require amending?		Yes / No		
Specified systems as per Building Consent?		Yes / No		
Special PPE required for this site (as detailed on hazard board)?		Yes / No		Specify: safety footwear / eye protection / dust mask high visibility jacket / hard hat Other:
<b>Exterior</b>				
Landscaping				Not started / started / completed
Floor heights (in relation to ground levels)				
<b>Accessible Facilities</b>				
Car parks				
Parking signs				
Ramps				
Thresholds				
Building accessible sign				
Access routes				
<b>Wall cladding</b>				
Cladding painted & sealed				
Gaps / junctions properly filled & sealed				
Facings & scribes fitted & sealed				
Profile metal claddings fixed as per plans				
Warranty & guarantee certificates provided				
<b>Venting</b>				
Bathroom venting ducts exiting envelope				
Laundry venting ducts exiting envelope				
Kitchen venting ducts exiting envelope				
<b>Subfloor</b>				
Base boards & vent grills subfloor area				
Access subfloor area (with door)				
Subfloor ground levels (subfloor ground level must not be lower than exterior ground levels & spoil in the subfloor must be raked out evenly)				
Subfloor insulation				Type:

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	Pass	N/A	Fail	
Ground vapour barrier laid in subfloor area				
<b>Decks &amp; Balconies</b>				
Exterior stairs (open stair gaps < 100mm)				
Handrails to all stairs				
Barriers (min 1100mm high, gaps < 100mm)				
Overflows to enclosed decks				
Glass barriers				(Branded / thickness _____ mm)
Barrier stability				
Slip resistant surface (main entry decks)				
<b>Overhead Glazing</b>				
Branded safety glazing identified				
<b>Interior</b>				
Paint & sealing of interior complete				Yes / No
Safety glazing window seats, hinged doors, low level glass				
Surface finish group number checked <sup>2</sup>				
<b>Fire Safety Precautions</b>				
Fire doors labeled & installed as per fire report?				
Smoke control doors labeled & installed as per fire report?				
Door closers fitted & operational?				
Hold open devices fitted & operational?				
Doors open in direction of flow?				
Auto door failsafe facility operational				
Signage completed? Callpoint, Fire Door, Smoke Control Door, Fire exit, Extinguisher etc)				
Shafts fire rated & stopped?				
Fire collars fitted?				
Dampers fitted?				
Riser mains & signage				
<b>Accessible Facilities</b>				
Access routes				
Glass manifestation				
WC/shower signs				
WC/shower				
Wash Hand Basins & Taps				
Grabrails & seats				
Door width / opens outward				
Visual warning				
Hearing loop				
<b>Window Opening Restrictors</b> (windows lower than 760mm from floor)				
Ground floor windows				
Upper level windows				
<b>Kitchen</b>				
Environmental health inspection passed				
Painting & sealing of kitchen complete				
Seal around bench complete				
Splash protection around sink complete				
Range hood vents to the exterior of the building				
<b>Stairs</b>				
Handrail/s fitted(both sides on accessible route)				
Balustrade barrier				

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	Pass	N/A	Fail	
Head room (2m min.)				
Branded safety glazing identified				
Closed treads for accessible stairs				
Min. tread, max. rise				
<b>Interior Balconies</b>				
Barriers (min. 1100mm high, gaps < 100mm)				
Barrier stability				
<b>Bathroom</b>				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Branded safety glazing identified				
Seal around vanity, bath & shower				
Splash protection complete				
Ventilation				
Male/female/all gender door signs displayed				
<b>Toilet Cubicle/s</b>				
Wall paint & sealing complete				
Impervious floor seal complete				
Flexible seal to floor wall junctions (tiles)				
Pan secured to floor				
Seal around toilet				
Wash hand basin (Mandatory for All gender cubicles)				
WHB sealed & splash protection complete				
Ventilation				
Male/female/all gender door signs displayed				
<b>Ceiling Space</b>				
Access to space provided min. 600 x 500mm				
Insulation installed as per manufacturer's specifications				
Insulation away from downlights & flues				
Fan vent ducts connected				
<b>Laundry</b>				
Wall paint & sealing complete				
Impervious floor sealed & complete				
Flexible seal to floor wall junctions (tiles)				
Seal around tub				
Splash protection complete				
Ventilation				
<b>Vehicle Crossing</b>				
Crossing completed				
<b>Swimming Pool/Spa Pool</b>				
Pool inspection completed				
Street number displayed				



## Commercial Inspection Checklist - Final

### Specified Systems

Street Address: \_\_\_\_\_

Building Consent No.: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Date: \_\_\_\_\_

**The specified systems for the building are as follows: (tick system present)**

Existing	Altered	Added / New	Removed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 1</b> Automatic systems for fire suppression (for example, Sprinkler systems)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 2</b> Automatic and manual emergency warning systems <span style="float: right;">Fire Alarm Type: _____</span>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 3</b> Electromagnetic or automatic doors or windows <input type="checkbox"/> <b>SS 3 / 1:</b> Automatic doors <input type="checkbox"/> <b>SS 3 / 2:</b> Access controlled doors <input type="checkbox"/> <b>SS 3 / 3:</b> Interfaced fire or smoke doors or windows
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 4</b> Emergency lighting systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 5</b> Escape route pressurisation systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 6</b> Riser mains
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 7</b> Automatic back-flow preventers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 8</b> Lifts, escalators, or travelators or other systems for moving people or goods within building <input type="checkbox"/> <b>SS 8 / 1:</b> Passenger carrying lifts <input type="checkbox"/> <b>SS 8 / 2:</b> Service Lifts <input type="checkbox"/> <b>SS 8 / 3:</b> Escalators and moving walks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 9</b> Mechanical ventilation or air conditioning systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 10</b> Building maintenance units
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 11</b> Laboratory fume cupboards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 12</b> Audio loops or other assistive listening systems <input type="checkbox"/> <b>SS 12 / 1:</b> Audio loops <input type="checkbox"/> <b>SS 12 / 2:</b> FM radio frequency systems and infrared beam transmission systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 13</b> Smoke control systems <input type="checkbox"/> <b>SS 13 / 1:</b> Mechanical smoke control <input type="checkbox"/> <b>SS 13 / 2:</b> Natural smoke control <input type="checkbox"/> <b>SS 13 / 3:</b> Smoke curtains
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 14</b> Emergency power systems for, or signs relating to, a system or feature specified in any clauses.1-13 <input type="checkbox"/> <b>SS 14 / 1:</b> Emergency power systems <input type="checkbox"/> <b>SS 14 / 2:</b> Signs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SS 15</b> Other fire safety systems and features <input type="checkbox"/> <b>SS 15 / 1:</b> Systems for communicating spoken information intended to facilitate evacuation <input type="checkbox"/> <b>SS 15 / 2:</b> Final exits <input type="checkbox"/> <b>SS 15 / 3:</b> Fire separations <input type="checkbox"/> <b>SS 15 / 4:</b> Signs for communicating information intended to facilitate evacuation <input type="checkbox"/> <b>SS 15 / 5:</b> Smoke separations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <b>SS 16</b> Cable cars

<b>Risk Group:</b>	<b>Total occupancy numbers:</b>
<b>New Compliance Schedule Required? Yes / No</b> <small>(Please circle)</small>	<b>Existing Compliance Schedule Yes / No</b> <b>requires amending? (Please circle)</b>
<b>Officer:</b>	<b>Signed:</b>

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<sup>1</sup> Pass = Compliance with approved plans & documentation, N/A = Not applicable to this project, Fail = Non-compliance with approved plans & documentation

<sup>2</sup> For consents processed prior to April 2012 the term 'Surface finish group number' may be referred to as 'Spread of Flame Index (SFI)'