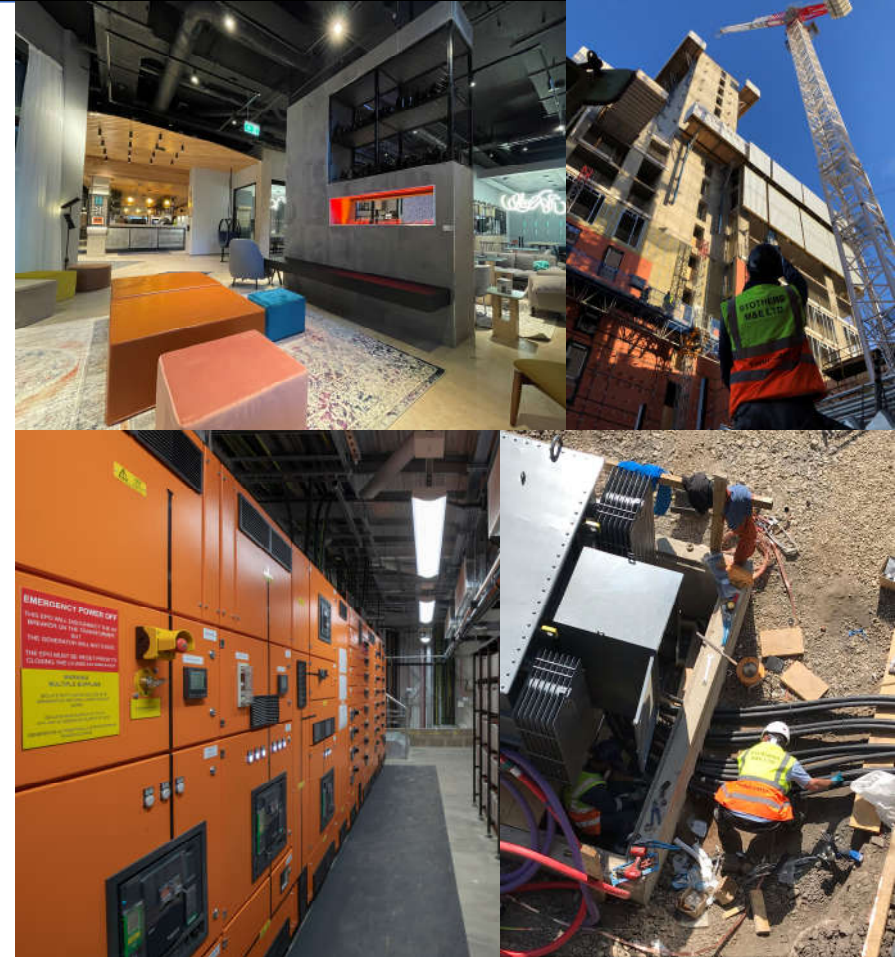


Project Quality Inspection Procedures

Right first time!



5 Stothers project quality rules

Rule 1

Do you know the **Quality Standard** that is expected by the customer?

Rule 2

Do you have the **right information and instructions** to do your job on site?

Rule 3

Do you have the **correct tools / equipment & materials** to do your job on site?

Rule 4

Do you know how to **protect your works** to the right standard?

Rule 5

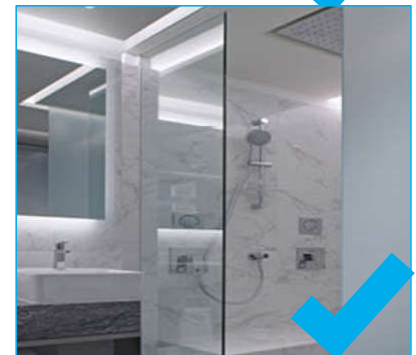
Do you know **who to contact** from your company and Stothers if something doesn't look right?

Do you know the Quality Standard that is expected by the Customer?

CHECK

- Have you seen the Stothers Quality benchmarks (where applicable) or made aware what is expected by the customer?
- If “no” you will be shown following the Quality induction
- Do you understand the Visual Quality Standard that is required for your trade (see examples)
- Always remember to snag your works to the Quality Standard before Stothers Inspection

Example Quality Benchmarks



Project Quality Rule 2

Do you have the right information and instructions to do your job on site?

CHECK

- Site operatives should have the right instructions and information to conduct the task correctly
- Supervisors should know the approval status of all drawings, specifications, Method Statements, Quality Risk Assessments (QRA's) and Inspection and Test Plans (ITP's)
- Good upfront planning means the work should be done **Right First Time, Every Time**

Drawings and Spec's



Method Statements

Method Statement Template	
Method Statement	
MS/Project Title:	
MS Reference Number:	
Date:	
Description of Works	
Task:	
Duration:	
Resource:	
Location:	
Resources Required	
Personnel and Expertise of Contributors:	
Supervision:	
Plant/Equipment:	
Materials, see 5.10.1.1:	
Assessment of Significant Risks for all Tasks	
Action:	
Place of Work:	
Delivery of Risk:	
Notes, Manual Handling:	

Inspect & Test Plans

Inspection and Test Plan for Pressure Safety Valve									
No.	Inspection/ Test Item	Frequency/ Interval	Acceptance Criteria	Inspection/ Test Method	Inspected By	Tested By	Checked By	Approved By	Notes
1	Visual inspection of the valve	Before use	Valve is closed and locked	Visual					
2	Check the valve is the correct type and size for the system	Before use	Valve is the correct type and size for the system	Visual					
3	Check the valve is the correct pressure rating	Before use	Valve is the correct pressure rating	Visual					
4	Check the valve is the correct material	Before use	Valve is the correct material	Visual					
5	Check the valve is the correct orientation	Before use	Valve is the correct orientation	Visual					
6	Check the valve is the correct location	Before use	Valve is the correct location	Visual					
7	Check the valve is the correct condition	Before use	Valve is the correct condition	Visual					
8	Check the valve is the correct type and size for the system	Before use	Valve is the correct type and size for the system	Visual					
9	Check the valve is the correct pressure rating	Before use	Valve is the correct pressure rating	Visual					
10	Check the valve is the correct material	Before use	Valve is the correct material	Visual					

Do you have the right materials / tools / equipment to do your job on site?

CHECK

- That the materials match the specification & drawings
- The materials are properly protected on delivery and undamaged on delivery (fig 1) and in final position on site
- The right tools\equipment are available and being used in the right way (fig 2)
- The tools are in good condition (fig 3) and working correctly, if not these could cause damage and safety issues



Project Quality rule 4

Do you know how to protect your works to the right standard?

What should you protect it from?



Physical
impact



Fluids
(including
hazardous)



Dust



Hot works



Temporary
works

Project Quality rule 4

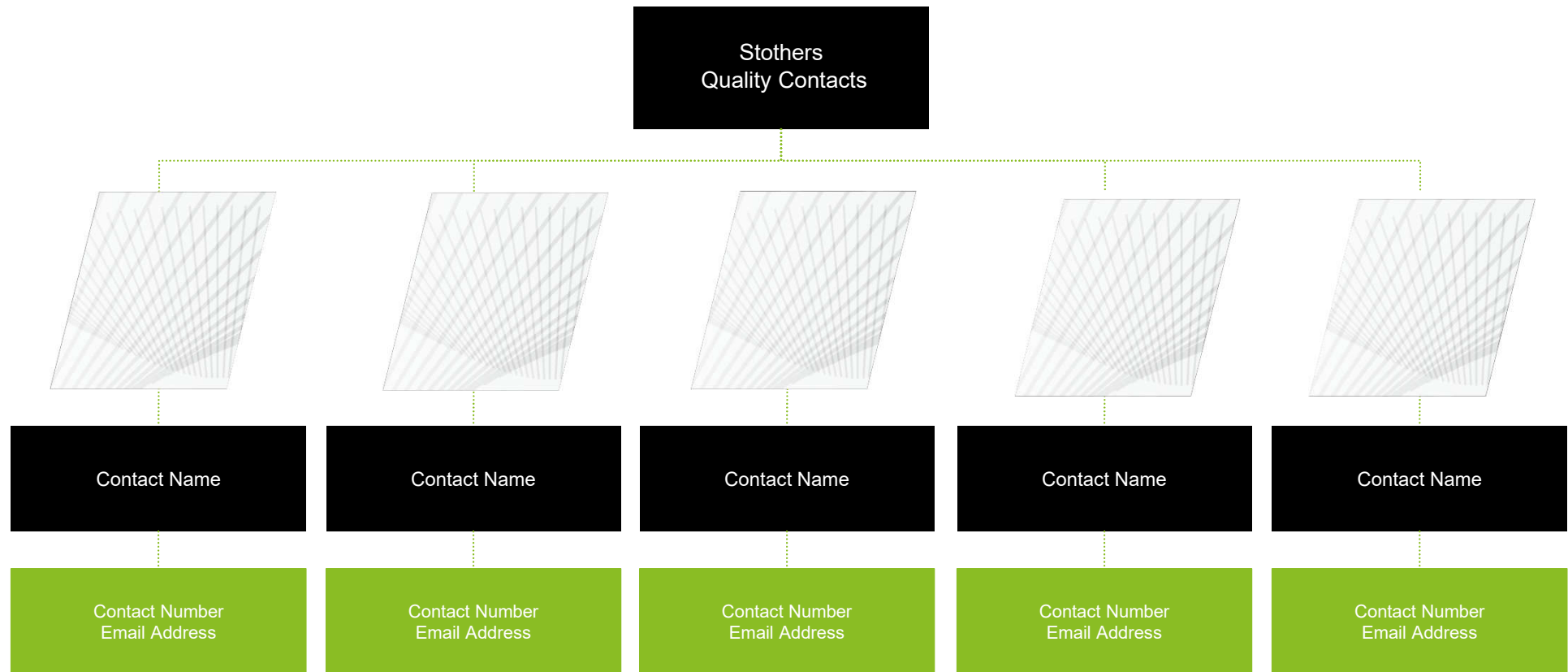
Protection of works is critical for maintaining quality – it must be considered at every stage of the works

- Subcontractors **need to account for protection** within manufacture, deliver, storage, installation and completion of all work elements
- Protection needs to be a **good acceptable standard**, appropriate for the location and not affect the material its protecting (performance or finish)
- If another trades protection needs to be removed, **you will need permission** – take every care to avoid damage
- Protection will need to be maintained until the project's Practical Completion date – a final inspection and clean must be accounted for
- Always **clean** the area before handover to the next trade



Project Quality rule 5

Do you know who to contact from Stothers if something doesn't look right?



Sample Mechanical Inspection Checklists

Mechanical Inspection Check List Schedule



Mechanical Inspection Test List Title
ICL M 0001 Distribution pipe work-risers & mains 1st fix check list
ICL M 0002 General Pipework and Insulation Rev 1
ICL M 0003 Above Ground Drainage inspection check list
ICL M 0003.1 Above Ground Drainage 1st fix inspection check list
ICL M 0003.2 Above Ground Drainage 2nd fix/pre plumb inspection check list
ICL M 0004 Ceiling Void Closure Record
ICL M 0005 Partition Wall Voild Closure Record
ICL M 0006 Supply and Extract Ductwork
ICL M 0006.1 Supply and Extract Ductwork 1st fix check list
ICL M 0006.2 Supply and Extract Ductwork 2nd fix check list
ICL M 0007 Heating Pipework System
ICL M 0008 Thermal Insulation on Mechanical Services inspection check list
ICL M 0009 Internal Plant
ICL M 0010 Wet and Dry risers inspection check list
ICL M 0011 HVAC Grilles and Diffusers
ICL M 0012 Smoke Vent
ICL M 0013 Water Storage Tank
ICL M 0014 Booster Set Check list
ICL M 0018 Calorifiers-Heat Exchangers
ICL M 0019 Air Conditioning
ICL M 0019.1 VRF Pipework & units 1st fix check list
ICL M 0019.2 VRF System 2nd fix check list
ICL M 0020 Boilers
ICL M 0021 Pressurisation Unit - Heating or Chilled
ICL M 0022 Unvented Hot Water Heaters
ICL M 0023 Sprinkler System inspection check list
ICL M 0023.1 Sprinkler System 1st fix inspection check list
ICL M 0023.2 Sprinkler System 2nd fix inspection check list
ICL M 0024 Commissioning Air- Water Systems
ICL M 0025 Building Management System(BMS)
ICL M 0025.1 Building Management System(BMS) 1st fix check list
ICL M 0025.2 Building Management System(BMS) 2nd fix check list
ICL M 0026 Incoming MCWS Checklist
ICL M 0027 Chlorination Check list
ICL M 0028 Radiator Circuits
ICL M 0029 External Plant (EG Roof Cowls-Louvres etc)
ICL M 0030 Sanitaryware
ICL M 0031 Gas Pipework 1st fix inspection check list
ICL M 0032 Pipework services fit out installation check list
ICL M 0032.1 Pipework services fit out 1st fix check list
ICL M 0032.2 Pipework services fit out 2nd fix/Pre plumb check list
ICL M 0033 Mechanical Finals inspection check list
ICL M 0034 Chillers
ICL M 0035 Flue services inspection check list
ICL M 0037 CHP Commissioning Installation Checklist

Inspection Check List



Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Inspection Check List



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List

Distribution Pipework - Risers and Mains Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	√
2	Check correct size and type pipework/material is used as per design and specifications	√
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids	√
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	√
5	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on Unistrut/studs; redundant brackets removed	√
6	Check fire sleeves are used through walls and floors and fitted correctly to pipes	√
7	Ensure pipework is graded with air vents & drain cocks where applicable	√
8	Ensure FCU commissioning set valves are independently supported and connected correctly: no crossing of services; actuators/commissioning points are accessible and angled correctly	√
9	Ensure sufficient clearance for lagging is allowed between pipework and other services	√
10	Check all valves are fitted correctly and in accessible position as per design drawings	√
11	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	√
12	Ensure crimped joints are marked with depth gauge prior of mechanical sealing and initialled	√
13	Ensure capillary (soldered) joints are cleaned prior to lagging	√
14	Check all joints are made correctly and visually inspected prior to pressure test	√
15	Ensure all open ends on pipework is capped/sealed	√
16	Check pipework does not clash with other services	√
17	Ensure all pipework is labelled/identified at each end or where passing through walls and floors to prevent any cross over of services	√
18	Check pipework branch serving floor level is connected correctly to distribution services inside riser	√
25	Pipework pressure tested and witnessed. Test certificate produced and released for lagging	√
26	Check expansion bellows are installed correctly	√
27	Check anchor points are installed correctly	√
28	Check lagging complete, any damages repaired and labelled correctly as per specifications	√

Inspection Check List



Distribution Pipework - Risers and Mains Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



General Pipework and Insulation

Project Name:		Project Number:	
Area:	√	Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	√
2	Support & bracket fixings; type and frequency	√
3	Support and bracket type; material, insulated inserts fitted	
4	Pipework all open ends capped	
5	If crimped jointing system; penetration of fittings, joints marked prior of mechanical sealing, joints initialled after jointing/sealing	
6	Pipework expansion loops, bellows, guides & anchors	
7	Pipework sleeves fitted through walls and floors	
8	Pipework graded with air vents & drain cocks	
9	Pipework flexible connections have no kinks and correct length	
10	Valves automatic; locations, material type	
11	System pressure test; Test certificate issued	
12	Pipe insulation; material, thickness and finish (concealed)	
13	Pipe insulation; material, thickness and finish (exposed)	
14	Pipe insulation; material, thickness and finish (external)	
15	Pipework insulation; identification bands fitted	
16	Plant and equipment fitted etc. as separate ICL's	
17	System flushing; chemical treatment & commissioning	
18	Overmarked drawing issued for AF purposes	
19	System sign off; prior to ceiling od concealment	
20	Flushing and cleansing/chlorination certificate issued	

Inspection Check List



General Pipework and Insulation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Above Ground Drainage Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids with sufficient fall	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections. Expansion joints anchored & non-anchor points allow pipe to move freely	
5	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
6	Check fire sleeves are used through walls and floors and fitted correctly to pipes and certified	
7	Ensure expansion is achieved as per manufacturer's recommendation with pipes marked showing 10mm expansion gap where applicable	
8	Ensure pipework is graded with air vents terminations as per design specifications	
9	Check air admittance valves are fitted as per design schematic where applicable	
10	Ensure waste run outs are brought out of voids	
11	Check waste run outs are installed correctly - with correct orientation/position, height & quantity	
12	Ensure sufficient clearance for lagging is allowed between pipework and other services	
13	Check all joints are made correctly and visually inspected prior to pressure test	
14	Ensure crimped joints are marked prior of mechanical sealing and initialled	
15	Ensure all open ends on pipework is capped/sealed	
16	Check all access points are fitted and accessible as per design schematic (at change of direction/prior to underground etc.)	
17	Pipework pressure tested and witnessed. Test certificate produced and released for lagging	
18	Check lagging complete, any damages repaired and labelled correctly as per specifications. Fire stickers in place next to access points if applicable. Ready for void closure	
19	Check pre-plumb/waste run outs are installed to correct positions with sufficient brackets	
20	Check waste run outs have sufficient fall and traps fitted where applicable	
21	Ensure all sanitaryware is fixed securely to the correct position, height and depth	
22	Check bath/shower tray is adjusted to correct height as per design	
23	Check waste connections are complete to sink, bath, shower tray, toilet pan etc.	
24	Check all front cover plates are correctly fitted, levelled and aligned. Inspect for damages	
25	System fill and test. Ready for commissioning	

Inspection Check List



Above Ground Drainage Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List

Above Ground Drainage 1st fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids with sufficient fall	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections. Expansion joints anchored & non-anchor points allow pipe to move freely	
5	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
6	Check fire sleeves are used through walls and floors and fitted correctly to pipes	
7	Ensure expansion is achieved as per manufacturer's recommendation with pipes marked showing 10mm expansion gap where applicable	
8	Ensure pipework is graded with air vents terminations as per design specifications	
9	Check air admittance valves are fitted as per design schematic where applicable	
10	Ensure waste run outs are brought out of voids	
11	Check waste run outs are installed correctly - with correct orientation/position, height & quantity	
12	Ensure sufficient clearance for lagging is allowed between pipework and other services	
13	Check all joints are made correctly and visually inspected prior to pressure test	
14	Ensure crimped joints are marked prior of mechanical sealing and initialled	
15	Ensure all open ends on pipework is capped/sealed	
16	Check all access points are fitted and accessible as per design schematic (at change of direction/prior to underground etc.)	
17	Pipework pressure tested and witnessed. Test certificate produced and released for lagging	
18	Check lagging complete, any damages repaired and labelled correctly as per specifications. Fire stickers in place next to access points if applicable. Ready for void closure	

Inspection Check List



Above Ground Drainage 1st fix Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Above Ground Drainage 2nd fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check lagging complete, any damages repaired and labelled correctly as per specifications. Fire stickers in place next to access points if applicable	
3	Check pre-plumb/waste run outs are installed to correct positions with sufficient brackets	
4	Check waste run outs have sufficient fall and traps fitted where applicable	
5	Ensure all sanitaryware is fixed securely to the correct position, height and depth	
6	Check bath/shower tray is adjusted to correct height as per design	
7	Check waste connections are complete to sink, bath, shower tray, toilet pan etc.	
8	Check all front cover plates are correctly fitted, levelled and aligned. Inspect for damages	
9	System fill and test. Ready for commissioning	
10		
11		
12		
13		
14		
15		

Inspection Check List



Above Ground Drainage 2nd fix Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Ceiling Void Closure Record

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
Mechanical		
2	Ductwork	
3	Domestic water pipework complete and tested	
4	Insulation complete	
5	Drainage and rainwater	
6	Dry riser	
7	Heating pipework complete and tested	
8	Gas pipework complete and painted	
9	VAV system	
Electrical		
10	Containment	
11	Sub-mains wiring	
12	Lighting and small power wiring	
13	TV Wiring	
14	Data wiring	
15	Fire alarm and access control	
16	BMS wiring, including mechanical services wiring	
17	List any other items:	
17a		
17b		
17c		

Inspection Check List

Ceiling Void Closure Record



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Partition Wall Void Closure Record

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
Mechanical		
2	Ductwork	
3	Domestic water pipework complete and tested	
4	Insulation complete	
5	Drainage and rainwater	
6	Dry riser	
7	Heating pipework complete and tested	
8	Gas pipework complete and painted	
9	VAV system	
Electical		
10	Containment	
11	Sub-mains wiring	
12	Lighting and small power wiring	
13	TV Wiring	
14	Data wiring	
15	Fire alarm and access control	
16	BMS wiring, including mechanical services wiring	
17	List any other items:	
17a		
17b		
17c		

Inspection Check List

Partition Wall Void Closure Record



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Supply and Extract Ductwork

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type ductwork is used as per design and specifications	
3	Ensure all ductwork is run at correct invert level and within ceiling/wall voids	
4	Check FCU/AHU/MVHR is fitted in the correct position, invert level and orientation	
5	Check FCU/AHU is mounted as per manufacturer recommendation with adequate/suitable fixings to building fabric and use of anti-vibration/rubber washers	
6	Ensure adequate access is provided to FCU/AHU/MVHR for regular maintenance and commissioning - filters, control box etc.	
7	Check all ductwork runs to correct locations as per design and specification	
8	Check correct ductwork brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
9	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on Unistrut/studs; redundant brackets removed	
10	Ensure fire dampers and attenuators are independently supported as per specification	
11	Check VCD's and fire dampers are correct type as specification, accessible and operating	
12	Ensure joints are sealed correctly and excessive jointing compound removed	
13	Check ductwork internal cleanliness and cap off/seal all open ends	
14	Ensure external ductwork connections are complete	
15	Ensure ductwork access doors are accessible and installed at correct locations as per design	
16	Check square bends are fitted with turning vanes	
17	Ensure all grills and plenum boxes are fitted in the correct locations to walls/ceiling lines and independently supported	
18	Ensure ductwork flexes are fitted to all fans, inlets, outlets, plenum boxes etc.	
19	Check ductwork insulation is complete as per specifications and any damages repaired	
20	Check all duct services are labelled/identified as per design requirements	
21	Ductwork Leakage test carried out and witnessed. Test certificate produced	
22	Ensure all ductwork flexes are connected with correct radius to fans, inlets, outlets etc.	
23	Check all air vents/grills are fitted with adequate fixings at the correct locations	
24	Fire damper test carried out, witnessed and recorded including witness sticker put on damper	

Inspection Check List

Supply and Extract Ductwork



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Supply and Extract Ductwork 1st Fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type ductwork is used as per design and specifications	
3	Ensure all ductwork is run at correct invert level and within ceiling/wall voids	
4	Check FCU/AHU/MVHR is fitted in the correct position, invert level and orientation	
5	Check FCU/AHU is mounted as per manufacturer recommendation with adequate/suitable fixings to building fabric and use of anti-vibration/rubber washers	
6	Ensure adequate access is provided to FCU/AHU/MVHR for regular maintenance and commissioning - filters, control box etc.	
7	Check all ductwork runs to correct locations as per design and specification	
8	Check correct ductwork brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
9	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
10	Ensure fire dampers and attenuators are independently supported as per specification	
11	Check VCD's and fire dampers are correct type as specification, accessible and operating	
12	Ensure joints are sealed correctly and excessive jointing compound removed	
13	Check ductwork internal cleanliness and cap off/seal all open ends	
14	Ensure external ductwork connections are complete	
15	Ensure ductwork access doors are accessible and installed at correct locations as per design	
16	Check square bends are fitted with turning vanes	
17	Ensure all grills and plenum boxes are fitted in the correct locations to walls/ceiling lines and independently supported	
18	Ensure ductwork flexes are fitted to all fans, inlets, outlets, plenum boxes etc.	
19	Check ductwork insulation is complete as per specifications and any damages repaired	
20	Check all duct services are labelled/identified as per design requirements	
21	Ductwork Leakage test carried out and witnessed. Test certificate produced	

Inspection Check List

Supply and Extract Ductwork 1st Fix



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Supply and Extract Ductwork 2nd Fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure adequate access is provided to FCU/AHU/MVHR for regular maintenance and commissioning - filters, control box etc.	
3	Check VCD's and fire dampers are correct type as specification, accessible and operating	
4	Check ductwork internal cleanliness and cap off/seal all open ends	
5	Ensure ductwork access doors are accessible and installed at correct locations as per design	
6	Ensure all ductwork flexes are connected with correct radius to fans, inlets, outlets etc.	
7	Check all diffusers are fitted correctly and free of damage	
8	Check all air vents/grills are fitted with adequate fixings at the correct locations	
9	Fire damper test carried out, witnessed and recorded including witness sticker put on damper	
10		
11		
12		
13		
14		
15		

Inspection Check List

Supply and Extract Ductwork 2nd Fix



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Heating Pipework System

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Support & bracket fixings; type and frequency	
3	Support and bracket type; material, insulated inserts fitted	
4	Pipework all open ends capped	
5	Check installed as per drawings and specification, attach as fitted drawings if applicable	
6	Pipework expansion loops, bellows, guides & anchors	
7	Pipework sleeves fitted through walls and floors	
8	Pipework graded with air vents & drain cocks	
9	Approval required to use pipework flexible connections. If used, ensure no kinks and correct length is achieved	
10	Valves automatic; locations, material type	
11	Heat emitters; radiators, over door heaters, ceiling radiant panels etc. correctly supported and fitted	
12	System pressure test; Test certificate issued	
13	Pipe insulation; material, thickness and finish (concealed)	
14	Pipe insulation; material, thickness and finish (exposed)	
15	Pipe insulation; material, thickness and finish (external)	
16	Pipework insulation; identification bands fitted	
17	Heat emitters, thermostat/controls fitted	
18	System flushing with chemical treatment & commissioning	
19	Overmarked drawing issued for AF purposes	
20	System sign off; prior to ceiling od concealment	
21	Flushing and cleansing/chlorination certificate issued	

Inspection Check List



Heating Pipework System

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Thermal Insulation on Mechanical Services

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Ensure mechanical services are de-snagged and ICL complete/signed off prior to commencement of thermal insulation	
2	Check the type of insulation is adequate for the relevant services and in accordance with design specifications	
3	Check size of insulation is correct/suitable for the relevant services	
4	Check thickness of insulation material is correct and in accordance with design specification	
5	Ensure insulation is continuous and full thickness of material maintained throughout	
6	Ensure correct size, thickness and type of insulation blocks are used on pipework clips and ductwork brackets where applicable	
7	Check insulation is correctly installed around pipework clips and ductwork brackets	
8	Check all insulation joints are correctly sealed	
9	Check where different type of insulation material is used for horizontal and vertical pipe runs, the demarcation points between is correctly sealed	
10	Check valve bags/boxes are correctly fitted and valves numbered/identified accordingly	
11	Ensure correct identification bands are fitted on pipework next to isolation points/valves, above access panels and every 3m on distribution/primary services	
12	Ensure correct identification bands are fitted on ductwork next to access doors, fire dampers, VCD's, attenuators and on every 3m	
13	Check ductwork flexible connections are insulated as per design specifications	
14	Check for damages and repair where applicable	
15		

Inspection Check List

Thermal Insulation on Mechanical Services



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Internal Plant Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure plant item installed in correct position, as per drawing and specification	
3	Ensure orientation/handling of plant item is correct as per drawing	
4	Ensure maintenance access is in accordance with manufacturer's recommendations	
5	Ensure fixing down details are acceptable and c/w antivibration mounts are fitted where applicable	
6	Ensure plant access doors are locked	
7	Ensure there is no apparent sign of damage	
8	Ensure all valves are numbered and identified	
9	Ensure valve chart and plant room schematic are hung in glass frames	
10	HE Simm to retain keys until handover	
11		
12		
13		
14		
15		

Inspection Check List



Internal Plant Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Wet and Dry Risers Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct riser location as per construction issued drawings	
4	Check correct pipe brackets are fitted with adequate spacing and sufficient support	
5	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
6	Ensure sufficient clearance for lagging is allowed between pipework and other services	
7	Check all valves are fitted correctly and in accessible position as per design drawings	
8	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	
9	Ensure crimped joints are marked prior of mechanical sealing and initialled	
10	Check all joints are made correctly and visually inspected prior to pressure test	
11	Ensure all open ends on pipework is capped/sealed	
12	Ensure pipework has sufficient fall to drain	
13	Check pipework does not clash with other services/structure	
14	Ensure all pipework is labelled/identified as per design specifications	
15	Pipework pressure tested and witnessed. Test certificate produced	

Inspection Check List

Wet and Dry Risers Installation



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



HVAC Grills and Diffusers

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure correct type is installed and positioned as per drawing requirements	
3	Ensure orientation is correct	
4	Ensure louvres/dampers/vanes/cones are free to move	
5	Ensure OBDs are open	
6	Ensure screw caps are fitted	
7	Ensure there is no apparent sign of damage	
8		
9		
10		
11		
12		
13		
14		
15		

Inspection Check List

HVAC Grills and Diffusers



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Smoke Vent Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure electrical supply is isolated in order to proceed with relevant mechanical checks	
3	Check access panels are positioned correctly and securely fixed	
4	Check ductwork is sealed and sufficient clamps are in place	
5	Check support framework is fitted correctly	
6	Check operation of all individual floor dampers	
7	Check motor dampers are installed correctly	
8	Ensure power is available to panels	
9	Check Main control panel is error/fault free when power on	
10	Ensure wiring is complete to run and stand by fans	
11	Ensure all isolators are wired and connected correctly, left in OFF position	
12	Ensure motor insulation test is complete and satisfactory	
13	Ensure fitted fuses in carriers and connection units are correct/suitable ratings	
14	Check overload set	
15	Check starter operation OK	
16	Ensure wiring is complete to system components	
17	Check direction/rotation of fans/motors are correct	
18	Ensure fans rotate freely and inspect for mechanical damages	
19	Check all anti-vibration mounts are OK where applicable	
20	Check flexible connectors are undamaged and fitted correctly	
21	Electrical test is carried out and test certificates produced	

Inspection Check List



Smoke Vent Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Water Storage Tank

Project Name:		Project Number:	
Area:	√	Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check the tank has been filled/drained and refilled - tested correctly	
3	Check vents - access panel and all connections provided	
4	Check balancing pipe connections are correct	
5	Ensure drain connections are fitted/extended to suitable/accessible position	
6	Check all warning and overflow pipes are fitted and screened correctly and in accordance with drawings/design	
7	Check tanks have correctly fitted dividing plates and access arrangements for maintenance	
8	Check MCW fill rates between tank compartments and balance between the compartments	
9	Check tank is free from debris/dirt and water is clear	
10	Ensure service is chlorinated prior to handover and certified	
11	Check and record a set point of incoming water temp, tank temp, sentinel temp	
12	Check operation of ball float valve	
13	Check tanks are labelled correctly	
14	Check floor bases are within 3mm tolerance	
15	Ensure temperature is fitted on CWS main	

Inspection Check List



Water Storage Tank

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List

Booster Set

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check booster set is free of mechanical damages	
3	Ensure Booster set is bedded on 100mm plinth	
4	Check booster set is bolted down on teco pad, and positioned correctly/centrally on plinth	
5	Check correct bolts are used and correct amount of thread showing at booster fixing points	
6	Check for leaks (visual inspection)	
7	Check pumps are running correct way and phasing is not crossed. All pumps must be checked	
8	Check motors are not overheating	
9	Ensure high level warning operates by filling the tank	
10	Ensure low level warning operates by emptying the tank	
11	Check all pumps are vented	
12	Check buffer vessel is charged	
13	Ensure suction pipe from pipe is bigger in size than manifold pipework on outflow	
14	Ensure valves are fitted on both sides of the pump	
15	Ensure additional valve is fitted at 3m distance from booster set on outflow	
16	Check pump kicks in at correct pressures as specified	
17	Ensure flow rates are carried out and within range	
18	Ensure pump is inverter driven	
19	Ensure pumps are duty/assist/stand by	
20	Ensure if any control interface/remote alarm relevant to booster set are fitted and functionally tested	
21	Manufacturer's commissioning certificate in place	

Inspection Check List



Booster Set

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Calorifiers - Heat Exchangers

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check orientation is as design/drawings	
3	Check suitable maintenance access is provided	
4	Check for sign of mechanical damages	
5	Check pipe connections are correct and no pipework crossing	
6	Check supports are correct and level	
7	Check thermal insulation is correct	
8	Check safety valve setting is correct	
9	Check discharge pipe is correct	
10	Check all pockets/stats/gauges are correct	
11	Check temperatures and pressure readings are correct	
12	Check duty - warning period	
13	Check feet are bolted into floor	

Inspection Check List



Calorifiers - Heat Exchangers

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Air Conditioning

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure pipework containment is complete, installed correctly and suitable for the purpose	
4	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
5	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections	
6	Check pipework is fixed adequately onto containment throughout	
7	Ensure containment and pipework do not clash with other services	
8	Check fan coils/units are installed in correct position, invert level and securely fixed	
9	Check BC Controller is installed in correct position, invert level and accessible	
10	Check condenser units are installed, located in correct positions and accessible	
11	Ensure pipework joints kept to absolute minimum and inspected throughout	
12	Check pipework insulation is installed correctly and vapour sealed throughout	
13	Check interconnecting control cabling is installed and adequately fixed	
14	Check pipework referenced and Identified for each Circuit	
15	Ensure all pipework run is complete throughout	
16	Check condensate drains are complete and functionally tested	
17	Check centralised controller is installed and correctly addressed	
18	Check control cabling is correctly terminated into all units	
19	Ensure mains wiring from fused spur connection to all units is complete and correctly terminated	
20	Ensure all pipework final connections to units are complete	
21	Pipework is pressure tested to 500psi, witnessed and test certificate produced	

Inspection Check List



Air Conditioning

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



VRF Pipework & Units 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure pipework containment is complete, installed correctly and suitable for the purpose	
4	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
5	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections	
6	Check pipework is fixed adequately onto containment throughout	
7	Ensure containment and pipework do not clash with other services	
8	Check fan coils/units are installed in correct position, invert level and securely fixed	
9	Check BC Controller is installed in correct position, invert level and accessible	
10	Check condenser units are installed, located in correct positions and accessible	
11	Ensure pipework joints kept to absolute minimum and inspected throughout	
12	Check pipework insulation is installed correctly and vapour sealed throughout	
13	Check interconnecting control cabling is installed and adequately fixed	
14	Check pipework referenced and Identified for each Circuit	
15	Ensure all pipework run is complete throughout	
16	Check condensate drains are complete and functionally tested	

Inspection Check List



VRF Pipework & Units 1st fix

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



VRF Pipework System 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check pipework referenced and Identified for each Circuit	
3	Ensure all pipework run is complete throughout	
4	Check condensate drains are complete and functionally tested	
5	Check centralised controller is installed and correctly addressed	
6	Check control cabling is correctly terminated into all units	
7	Ensure mains wiring from fused spur connection to all units is complete and correctly terminated	
8	Ensure all pipework final connections to units are complete	
9	Pipework is pressure tested to 500psi, witnessed and test certificate produced	
10	System ready for commissioning	

Inspection Check List

VRF Pipework System 2nd fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Boilers Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure orientation is correct as per design/drawings	
3	Check suitable maintenance access is provided	
4	Check for sign of mechanical damages	
5	Ensure safety valve is at correct settings	
6	Check boiler flue connection is correct and as per design	
7	Check pipe connections are correct and no pipework crossing	
8	Ensure all transit mounts are removed including wheels	
9	Ensure equipment/base is level	
10	Ensure temperature settings are correct as per design	
11	Ensure pressure settings are correct as per design	
12	Ensure ventilation is correct as per design	
13	Check units interlock with BMS/pressure	
14	Check discharge runs safely	
15	Check boiler is commissioned by approved engineer	
16	Check installation is signed off by approved person	
17	Check routinely operation/firing etc.	
18	Check manufacturers label visible	

Inspection Check List



Boilers Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Pressurisation Unit - Heating or Chilled

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check suitable maintenance access is provided	
3	Check for sign of mechanical damages	
4	Check pipe connections are correct and no pipework crossing	
5	Ensure heating expansion vessel is the correct size	
6	Ensure equipment unit/base is level	
7	Ensure all transit mounts are removed	
8	Ensure pressure settings are correct as per design	
9	Check fault indication through BMS and report if any	
10	Check unit is commissioned by approved engineer	
11	Check unit fill/operation	
12	Check manufacturers label visible	

Inspection Check List



Pressurisation Unit - Heating or Chilled

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Unvented Hot Water Heaters

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check unit is approved by (EOTA) and meeting requirements of G3 regulations	
3	Ensure comply with BS 7206.1990 and certified by NACCB	
4	Check temperature and safety devices areas required by G3 (on all units)	
5	Ensure unit or package must be installed by a competent person (i.e. holding a current register operative identity card for unvented hot water system)	
6	Ensure discharge arrangements shall be as Diagram 1 G3-systems up to 500 Litres/45KW	
7	Check sizing of copper discharge pipe (D2) for common temperature relief valves as table 1	
8	Ensure by calculation that the pipes sizing is correct/suitable for the installation	
9	For system over 500 litres/45KW see G3 4.1-4.6inclusive and confirm compliance as required	
10	Inspect unit for any mechanical damages prior to sign off	

Inspection Check List



Unvented Hot Water Heaters

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Sprinkler System Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
<p><u>The sprinkler design, installation will be carried out by specialist contractors confirming to particular insurance requirements/specifications/BS & fire control regulations-client requirements. The specialist sub-contractor shall confirm the above however the following shall be checked.</u></p>		
1	Check installed as per construction issued drawings and specification	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
5	Ensure pipework where passing partition walls is running through top head track and not in deflection zone in order to avoid guillotine effect	
6	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
7	Ensure sufficient clearance for lagging is allowed between sprinkler pipework and other services	
8	Check pipework does not clash with other services	
9	Ensure discharge drain valves are fitted where applicable as per design drawings	
10	Check pumps/plant/equipment is installed and connected correctly, aligned and levelled	
11	Check lagging/trace heating requirements for sprinkler pipework if running into outside premises (balcony, terrace, winter garden etc.)	
12	Ensure all open ends on pipework is capped/sealed	
13	Check all sprinkler head pattresses are securely fixed in the correct positions	
14	Check all sprinkler heads are fitted to the correct height and position as per latest construction issued reflected ceiling plan drawing	
15	Ensure all sprinkler heads have plastic cap fitted for mechanical protection	
16	Check sprinkler system is connected to BCWS via non-return valve	
17	Ensure pipework is connected correctly to flow switch and flow switch is accessible	
18	Pipework pressure tested and witnessed. Test certificate	
19	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	
20	Check correct identification of valves and services as per design specification	
21	Check all sprinkler covers are fitted correctly-flush with ceilings, no gaps	
22	System fill and test. Ready for commissioning	

Inspection Check List

Sprinkler System Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Sprinkler System 1st fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
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The sprinkler design, installation will be carried out by specialist contractors confirming to particular insurance requirements/specifications/BS & fire control regulations-client requirements. The specialist sub-contractor shall confirm the above however the following shall be checked.

1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
5	Ensure pipework where passing partition walls is running through top head track and not in deflection zone in order to avoid guillotine effect	
6	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
7	Ensure sufficient clearance for lagging is allowed between sprinkler pipework and other services	
8	Check pipework does not clash with other services	
9	Ensure discharge drain valves are fitted where applicable as per design drawings	
10	Check pumps/plant/equipment is installed and connected correctly, aligned and levelled	
11	Check lagging/trace heating requirements for sprinkler pipework if running into outside premises (balcony, terrace, winter garden etc.)	
12	Ensure all open ends on pipework is capped/sealed	

Inspection Check List

Sprinkler System 1st fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Sprinkler System 2nd fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
<p><u>The sprinkler design, installation will be carried out by specialist contractors confirming to particular insurance requirements/specifications/BS & fire control regulations-client requirements. The specialist sub-contractor shall confirm the above however the following shall be checked.</u></p>		
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all sprinkler head pattresses are securely fixed in the correct positions	
3	Check all sprinkler heads are fitted to the correct height and position as per latest construction issued reflected ceiling plan drawing	
4	Ensure all sprinkler heads have plastic cap fitted for mechanical protection	
5	Check sprinkler system is connected to BCWS via non-return valve	
6	Ensure pipework is connected correctly to flow switch and flow switch is accessible	
7	Pipework pressure tested and witnessed. Test certificate produced	
8	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	
9	Check correct identification of valves and services as per design specification	
10	Check all sprinkler covers are fitted correctly-flush with ceilings, no gaps	
11	System fill and test. Ready for commissioning	
13		
14		
15		

Inspection Check List

Sprinkler System 2nd fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Commissioning Air-Water Systems

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check systems (LTHW/CHW) pre-commissioned cleaned	
3	Check appropriate inhibitor included in the system	
4	Check the pre-commissioning sheets by the specialist have been completed for the area/system	
5	Check all commissioning data has been recorded onto specialist commissioning sheet	
6	Spot check terminal volume/velocity/mass flow rates and witnessed by all relevant parties	
7	Ensure test and commissioning data is inserted into the O/M Manual when complete	
8	Check system is chlorinated	
9	Check outlet temperatures are satisfactory	
10	Ensure the commissioning documentation pack is provided and signed off	

Inspection Check List

Commissioning Air-Water Systems



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Building Management System(BMS)

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
5	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
6	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
7	Ensure all cables are pulled out to their final positions with correct length and identified	
8	Ensure control panels are securely fixed and correctly positioned as per design drawings	
9	Check all grommets fitted where applicable and cable glands tightened	
10	Check all devices/sensors are installed, correctly terminated and all conductors are identified with appropriate sleeving where applicable	
11	Ensure correct tightness of terminals	
12	Check all cables are correctly terminated into the control panels as per schematic/diagrams	
13	Check all cables and control panel terminals are correctly identified/labelled	
14	Check all supplied meters are installed and rotating/monitoring correctly	
15	Ensure any cables that cannot be 2nd fixed are made safe	
16	Dead test carried out and results recorded	
17	Ensure software is successfully installed	
18	Check hardware switches are in place and functional as per design requirements	
19	Ensure all fire and life safety interlocks are proven and functioning correctly	
20	Monitor control function through graphics and adjust parameters as per design requirements	
21	Ensure all set points and system operating conditions are correct as per design requirements	
22	Inspect for mechanical damages	

Inspection Check List

Building Management System(BMS)



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Building Management System(BMS) 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
5	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
6	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
7	Ensure all cables are pulled out to their final positions with correct length and identified	
8	Ensure control panels are securely fixed and correctly positioned as per design drawings	
9	Check all grommets fitted where applicable and cable glands tightened	
10	Dead test carried out and results recorded	

Inspection Check List

Building Management System(BMS) 1st fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Building Management System(BMS) 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all devices/sensors are installed, correctly terminated and all conductors are identified with appropriate sleeving where applicable	
3	Ensure correct tightness of terminals	
4	Check all cables are correctly terminated into the control panels as per schematic/diagrams	
5	Check all cables and control panel terminals are correctly identified/labelled	
6	Check all supplied meters are installed and rotating/monitoring correctly	
7	Ensure any cables that cannot be 2nd fixed are made safe	
8	Dead test carried out and results recorded	
9	Ensure software is successfully installed	
10	Check hardware switches are in place and functional as per design requirements	
11	Ensure all fire and life safety interlocks are proven and functioning correctly	
12	Monitor control function through graphics and adjust parameters as per design requirements	
13	Ensure all set points and system operating conditions are correct as per design requirements	
14	Inspect for mechanical damages	

Inspection Check List



Building Management System(BMS) 2nd fix

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Incoming MCWS

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	CC	
3	Trenches correct depth to give min 750mm bit not more than 1350mm ground cover to top of pipework. If areas of trench are less than 750mm ie over ground beams waterproof insulation must be applied to pipework over obstruction and either side.	
4	Trenches are clear of obstructions	
5	Pipework is laid to boundary as requested by Water Authority and warning tape fitted	
6	Valve and drain cock installed on building entry	
7	Duct entering building at minimum of 750mm	
8	If duct rises in building less than 750mm from outside wall or through a suspended floor, the pipework through the duct must be insulated and sealed	
9	If pipework is above 63mm, pipework chlorinated and test results forwarded to Water Authority. Please note connection must be made within 5 days of chlorination taking place	
10	Water Authority Inspection	
11	Name of inspector:	
12	Date of inspection:	
13	Address that request form sent back to:	
14	Request form project number:	
15	Date request form sent back:	
16	Contact number to track connection date:	
17	Requested connection date:	
18	Confirmed connection date:	

Inspection Check List



Incoming MCWS

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Chlorination

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Pre-Chlorination checks	
3	Tank rooms clear of obstructions	
4	Drains checked for free running	
5	Tanks are isolated and drained	
6	Calorifiers are isolated and drained	
7	Pipework system is drained	
8	Tanks are cleaned and vacuumed out	
9	Tanks & Calorifiers are refilled	
10	Tanks & Calorifiers are checked for leaks	
11	Chlorination	
12	Warning notices are posted at all applicable locations - entrances, lifts, outlets etc.	
13	Sodium Hyperchlorite added to tanks to produce 50ppm free chlorine minimum	
14	Tanks & Calorifiers allowed to stand for 1hour	
15	Free chlorine levels in break, HWS and CWDS tanks checked for 50ppm minimum	
16	Water pulled through calorifiers and all hot and cold outlets and checked for 50ppm minimum	
17	Water pulled through all booster rising outlets and checked for 50ppm minimum	
18	Free chlorine levels in tanks checked to ensure that they remain at 50ppm minimum	
19	All rising mains dosed and pulled through outlets ensuring 50ppm minimum	
20	System and outlets allowed to stand for 1hour and re-tested (if below 30ppm than steps 4 to 8 to be repeated)	
21	Tanks isolated and system allowed to soak for 16 hours	
22	If leaving site notify contact and confirm time of return	
23	Re-Commissioning	
24	Chlorine in tanks neutralised and drained via suitable drain	
25	Calorifiers are isolated and drained	
26	Rising mains drained and flushed out until free chlorine at outlets is as supply	
27	Mains break tanks and all boosted main outlets flushed until free chlorine level is as supply	
28	HWS and CWDS tanks, calorifiers and all outlets flushed until free chlorine level is as supply	
29	Tested for free chlorine and laboratory samples (if requested) taken at selected points	
30	All notices, labels and tape removed	
31	Plant rooms clean/dry and tidy	
32	Notify contact that work is complete and obtain signature onto commissioning document	

Inspection Check List



Chlorination

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Radiator Circuits

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure radiators are positioned as per latest construction issued drawing	
3	Check radiators are correctly aligned and levelled	
4	Check associated pipes are correctly aligned and draw off cocks fitted, where required	
5	Ensure all pipework brackets are securely fixed and aligned/levelled	
6	Check pipe roses are fitted when pipework penetrates walls	
7	Check thermostatic heads are fitted and operating correctly after commissioning	
8	Inspect for any mechanical damages prior to sign off	

Inspection Check List



Radiator Circuits

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



External Plant (EG Roof Cowls-Louvres etc)

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure plant/equipment is positioned in accordance with drawings and securely fixed, levelled	
3	Ensure bird guard/insect screen is fitted where applicable	
4	Ensure unit is weather proof/sealed and there is no sign of water penetration	
5	If fitted, ensure backdraught shutters are free of obstruction	
6	Ensure paint finish is satisfactory and as per design specification	
7	Inspect for any mechanical damages	
8	Ensure builders work openings are sealed and made off	
9	Ensure adequate lighting has been provided	

Inspection Check List



External Plant (EG Roof Cowls-Louvres etc)

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Sanitaryware Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure sanitaryware is located in accordance with drawings, securely fixed and level	
3	Ensure all ancillary items (plugs, taps, seats, etc.) are all fitted	
4	Ensure operation of taps, showers etc. and flushing of toilets	
5	Ensure there is no apparent sign of damage	
15		

Inspection Check List

Sanitaryware Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Gas Pipework installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check fixing/anchor type is correct size for the application	
3	Check support/bracketry type is correct size for the application	
4	Ensure support/bracketry spacing is adequate	
5	Ensure pipework is routed as per construction issued drawing	
6	Ensure pipework size is as per design requirements	
7	Ensure pipework material is of the correct type (non-metallic, lead alloys are prohibited)	
8	Check correct segregation from other services has been applied (150mm from electrical meters and fuses - 25mm from electrical cables or metallic services)	
9	Inspect pipework joints are correct	
10	Inspect pipework welds are correct	
11	Check all flexible connections installed are correct and in accordance with drawings	
12	Check pipe sleeves are fitted where applicable	
13	Check fire stopping has been applied to all end of runs and section isolation points	
14	Ensure isolation valves are fitted in accordance with construction issued drawings and manufacturer's recommendations	
15	Check emergency control valve is fitted correctly at building entry point if applicable	
16	Ensure purge points have been installed to all end of runs and section isolation points	
17	Ensure pipework painting is complete as per BS 1710	
18	Check identification/labelling is fitted in accordance with BS 1710	
19	Ensure if gas pipework is installed in a common trench then it should be clearly identified	
20	External buried pipework depth shall be a minimum of 750mm for roadways/grass verges, 800mm below paved areas (pipe>50mm dia) and 375mm for pipe<50mm dia	
21	Ensure there is a gas line diagram adjacent to the main gas meter	
22	Ensure emergency notice signs should be fitted adjacent to all emergency control valves	
23	Check equipotential cross bonding has been applied correctly (within 600mm of customer side of meter)	
24	Pipework is tested by a competent person and witnessed, test certificate produced	
25	Ensure adequate ventilation is provided for the gas services where applicable	
26	If under 75kw - Landlords certificate complete	

Inspection Check List



Gas Pipework installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Pipework Services Fit Out Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
5	Ensure pipework where passing partition walls is running through top head track and not in deflection zone in order to avoid guillotine effect	
6	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
7	Check fire sleeves are used through walls and floors and fitted correctly to pipes and certified	
8	Ensure pipework is graded with air vents & drain cocks where applicable	
9	Ensure FCU commissioning set valves are independently supported and connected correctly: no crossing of services; actuators/commissioning points are accessible and angled correctly	
10	Ensure correct radius on flexible connections and pipe bends is achieved to prevent kinks and mechanical damages	
11	Ensure waste run outs and pre-plumb feeds are brought out of voids	
12	Ensure sufficient clearance for lagging is allowed between pipework and other services	
13	Check all valves are fitted correctly and in accessible position as per design drawings	
14	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	
15	Ensure crimped joints are marked with depth gauge prior of mechanical sealing and	
16	Ensure capillary (soldered) joints are cleaned prior to lagging	
17	Check all joints are made correctly and visually inspected prior to pressure test	
18	Ensure all 1st fix sanitaryware (mixer bodies, toilet cisterns etc.) is connected correctly, fixed securely in the correct position and depth	
19	Ensure all open ends on pipework is capped/sealed	
20	Check pipework does not clash with other services	
21	Ensure all pipework is labelled/identified at each end or where passing through walls and floors to prevent any cross over of services	
22	Pipework pressure tested and witnessed. Test certificate produced and released for lagging	
23	Check lagging complete, any damages repaired and labelled correctly as per specifications	
24	Check pre-plumb/waste run outs are installed to correct positions with sufficient brackets	
25	Check waste run outs have sufficient fall and traps fitted where applicable	
26	Ensure valves are fitted to bathroom and kitchen pre-plumb for local isolation and accessible	
27	Ensure all sanitaryware is fixed securely to the correct position, height and depth	
28	Check bath/shower tray is adjusted to correct height as per design	
29	Check waste connections are complete to sink, bath, shower tray, toilet pan etc.	
30	Ensure taps/outlets are securely fixed and connected correctly - no crossing of services. If	
31	flexes are used check correct radius with 1000mm Disk in Union Pipe	

Inspection Check List



Pipework Services Fit Out Installation

31	Check valves/piepwork correctly labelled/identified as per specification	
32	Check all front cover plates are correctly fitted, levelled and aligned. Inspect for damages	
33	System fill and test. Ready for commissioning	

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Pipework Services Fit Out 1st Fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check correct size and type pipework/material is used as per design and specifications	
3	Ensure all pipes are run at correct invert level and within ceiling/wall voids	
4	Check correct pipe brackets with adequate spacing and sufficient support on fittings, bends and T-sections.	
5	Ensure pipework where passing partition walls is running through top head track and not in deflection zone in order to avoid guillotine effect	
6	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
7	Check fire sleeves are used through walls and floors and fitted correctly to pipes and certified	
8	Ensure pipework is graded with air vents & drain cocks where applicable	
9	Ensure FCU commissioning set valves are independently supported and connected correctly: no crossing of services; actuators/commissioning points are accessible and angled correctly	
10	Ensure correct radius on flexible connections and pipe bends is achieved to prevent kinks and mechanical damages	
11	Ensure waste run outs and pre-plumb feeds are brought out of voids	
12	Ensure sufficient clearance for lagging is allowed between pipework and other services	
13	Check all valves are fitted correctly and in accessible position as per design drawings	
14	Check operation of valves - valve handles do not clash with other services or structure; correct valves are used for the relevant service	
15	Ensure crimped joints are marked with depth gauge prior of mechanical sealing and initialed	
16	Ensure capillary (soldered) joints are cleaned prior to lagging	
17	Check all joints are made correctly and visually inspected prior to pressure test	
18	Ensure all 1st fix sanitaryware (mixer bodies, toilet cisterns etc.) is connected correctly, fixed securely in the correct position and depth	
19	Ensure all open ends on pipework is capped/sealed	
20	Check pipework does not clash with other services	
21	Ensure all pipework is labelled/identified at each end or where passing through walls and floors to prevent any cross over of services	
22	Pipework pressure tested and witnessed. Test certificate produced and released for lagging	

Inspection Check List

Pipework Services Fit Out 1st Fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Pipework Services Fit Out 2nd fix/Pre-plumb Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check pre-plumb/waste run outs are installed to correct positions with sufficient brackets	
3	Check waste run outs have sufficient fall and traps fitted where applicable	
4	Ensure valves are fitted to bathroom and kitchen pre-plumb for local isolation and accessible	
5	Ensure all sanitaryware is fixed securely to the correct position, height and depth	
6	Check bath/shower tray is adjusted to correct height as per design	
7	Check waste connections are complete to sink, bath, shower tray, toilet pan etc.	
8	Ensure taps/outlets are securely fixed and connected correctly - no crossing of services. If flexes are used check correct radius without kinks is achieved	
9	Check valves/pipework correctly labelled/identified as per specification	
10	Check all front cover plates are correctly fitted, levelled and aligned. Inspect for damages	
11	System fill and test. Ready for commissioning	

Inspection Check List

Pipework Services Fit Out 2nd fix/Pre-plumb Installation



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Mechanical Finals Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check kitchen sink/bathroom basin waste connected correctly with trap and sufficient fall as required	
3	Check waste outlets are provided for dish washer/washing machine as design requirements	
4	Check sink/basin taps are connected correctly - no crossover of hot and cold water	
5	Check flex connections have correct radius and length	
6	Ensure taps have valves for local isolation and accessible	
7	Check taps are securely fixed/screwed tight	
8	Ensure washing machines/dish washers are fed from the cold water services and have local isolation	
9	Check all face plates are fitted correctly - securely fixed, aligned, levelled etc.	
10	Check all sprinkler head covers are fitted flush with ceilings	
11	Check all diffusors/grills/air vents are fitted correctly-flush with ceilings, levelled, aligned etc.	
12	Check lids for HIU/Boilers etc. are fitted correctly and levelled	
13	Check all radiator valves are fitted as per design requirements	
14	Inspect for any mechanical damages	
15	Functional test carried out. Ready for commissioning	

Inspection Check List



Mechanical Finals Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Chillers Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check orientation is as design drawings	
3	Check maintenance access provided	
4	Check pipework connections are correct, identified and there is no pipework crossover	
5	Check flexible connections are installed with correct radius and length if applicable	
6	Ensure anti-vibration mounts are installed as per design requirements	
7	Check supports/brackets are levelled and aligned	
8	Check all transit mounts are removed if applicable	
9	Ensure interface between pressure unit and pressure alarm is operational	
10	Check chiller controls - flow switch	
11	Check operation of flow/pressure	
12	Ensure manufacturer's label is visible	
13	Inspect for any mechanical damages	
14	Ensure commissioning activities are carried out by approved person	

Inspection Check List

Chillers Installation



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



Flue Services Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check GRP flooring is cut out correctly prior to commencing installation	
3	Check correct size and type of material is used as per design and specifications	
4	Ensure all flue services are run at correct invert level	
5	Check correct brackets with adequate spacing and sufficient support on flue services on horizontal and vertical runs	
6	Check flues are installed in correct position as per construction issued drawing	
7	Check all bracketry is correct: brackets/clips are tight; correct type/size of fixings used to building fabric; galv. spray and end caps used on unistrut/studs; redundant brackets removed	
8	Ensure condensate drain is installed correctly	
9	Ensure all joints are made correctly and visually inspected	

Inspection Check List



Flue Services Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection Check List



CHP Commissioning Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure adequate plinth size cast	
3	Check correct spacing of buffer vessel and engine on plinth. Base plate set in correct position	
4	Check flue connection are made correctly	
5	Ensure pole isolator & power supply installed & correct circuit breaker used	
6	Check Enabled via BMS Control Panel	
7	Check thermostatic pump is fitted on flow to vessel as design requirements	
8	Ensure earth arrangements are correct between units & connection made to main earth	
9	Ensure unit is commissioned by specialist	
10	Relevant statutory agreement is in place with Energy Provider	
11		
12		
13		
14		
15		

Inspection Check List

CHP Commissioning Installation



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Sample Electrical Inspection Check Lists

Electrical Inspection Check List Schedule



Electrical Inspection Test List Title
ICL E 0002 Lightning Protection inspection check list
ICL E 0003 LV Power Cables/Electrical distribution inspection check list
ICL E 0004 Equipment and General Installations Inspection check list
ICL E 0005 Multi-Core and Multi-Pair Cables check list
ICL E 0006 HV Cables check list
ICL E 0007 Lighting Points and Controls check list
ICL E 0008 AC-DC Distribution Centres, Control Stations, Junction Boxes etc check list
ICL E 0009 Remote Control Station-Safety Switches check list
ICL E 0010 Main Earth check list
ICL E 0011 Fire Alarm/Refuge point system inspection check list
ICL E 0011.1 Fire Alarm/Refuge point system 1st fix inspection check list
ICL E 0011.2 Fire Alarm/Refuge point system 2nd fix inspection check list
ICL E 0012 HV-LV Transformers check list
ICL E 0013 HV-LV Switchgear check list
ICL E 0014 Intruder Alarm Installation check list
ICL E 0014.1 Intruder Alarm 1st fix Installation check list
ICL E 0014.2 Intruder Alarm 2nd fix Installation check list
ICL E 0015 Electric Trace Heating System check list
ICL E 0016 Earth Connections to Electrical Plant check list
ICL E 0017 Modifications to Panels and Control Stations check list
ICL E 0018 Cable Trenches check list
ICL E 0019 Catenary Wire and Luminaire Suspensions check list
ICL E 0020 Erection of Fire Barriers check list
ICL E 0021 UPS DC Systems, Batteries and Chargers check list
ICL E 0022 Redundant Cables check list
ICL E 0023 Co-axial Cable check list
ICL E 0024 Distribution Board/Switchgear LV/Lighting Panel inspection check list
ICL E 0025 CCTV System inspection check list
ICL E 0025.1 CCTV System 1st fix inspection check list
ICL E 0025.2 CCTV System 2nd fix inspection check list
ICL E 0026 Lighting Columns check list
ICL E 0027 General Containment Including Conduits and Trunking check list
ICL E 0028 Cables inspection and installation check list
ICL E 0029 Electrical Finals inspection check list
ICL E 0030 Junction Boxes etc check list
ICL E 0031 Busbar Trunking check list
ICL E 0032 Part P and ACC Installation Inspection check list
ICL E 0033 Socket Outlet Fused Connection Units check list
ICL E 0034 Luminaires, general emergency and control Accessories
ICL E 0035 Intercom Installation check list
ICL E 0035.1 Intercom 1st fix Installation inspection check list
ICL E 0035.2 Intercom 2nd fix Installation inspection check list
ICL E 0036 Nurse Call or staff attack Installation check list
ICL E 0037 Proximity Access Control Installation check list
ICL E 0037.1 Proximity Access Control 1st fix Installation check list

Electrical Inspection Check List Schedule



Electrical Inspection Test List Title
ICL E 0037.2 Proximity Access Control 2nd fix Installation check list
ICL E 0038 Induction Loop Installation check list
ICL E 0042 Electrical Testing Procedure
ICL E 0043 Electrical installation-small power and lighting inspection check list
ICL E 0043.1 Electrical installation 1st fix-small power and lighting inspection check list
ICL E 0043.2 Electrical installation 2nd fix-small power and lighting inspection check list
ICL E 0044 TV-Data system inspection check list
ICL E 0044.1 TV-Data system 1st fix inspection check list
ICL E 0044.2 TV-Data system 2nd fix inspection check list
ICL E 0045 Electrical Under Floor Heating Inspection Check List

Inspection check list



Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Lightning Protection Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Inspect joints, bonds and fixing clamps	
3	Inspect connections to earth electrodes	
4	Inspect disconnection facilities	
5	Installation complies with BS 62305 lightning Protection Standarts	
6	Check earth rods are installed	
7	Ensure continuity test of conductors is satisfactory	
8	Ensure tape is terminated into the test points	
9		
10		
11		
12		
13		
14		
15		

Inspection check list

Lightning Protection Installation



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



LV Power Cables/Electrical Distribution

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check cables are installed in accordance with the routing details	
3	Ensure cables have adequate support/fixings	
4	Inspect cable fixing details (cleats, thermal spacers etc.)	
5	Check cable markers at ends and bulkheads	
6	Check route for bending radius, sheath damage, bird caging etc.	
7	Check core termination	
8	Check cable gland and earth bonding	
9	Check cable gland shroud	
10	Check bulkheads for sealing at both ends	
11	Check cable protective measures (kick guards)	
12	Ensure cables are dressed correctly and not twisted	
13	Cables tested and witnessed. Test certificates produced	
14		
15		

Inspection check list

LV Power Cables/Electrical Distribution



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Equipment and General Installations

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check permanent labeling and plant identification	
3	Check equipment for mechanical damages	
4	Accessible for operation, inspection and maintenance	
5	Circuits to be separated (not borrowed neutrals)	
6	Circuits to be identified (neutral and protective conductors in same sequence as line conductors)	
7	Protective devices adequate for intended purpose	
8	All circuits suitably identified	
9	Suitable main switch provided	
10	Supply to any safety devices suitably installed e.g. fire alarm to BS 5839 and emergency lighting to BS 5266	
11	Environmental IP requirements accounted for (BS EN 60529)	
12	Means of isolation suitably labelled	
13	Provision of disconnecting the neutral	
14	Main switches to single phase installations are double pole	
15	RCD's provided as per BS 7671	
16	Discrimination between RCD's considered	
17	Main earthing terminal provided readily accessible and identified	
18	Correct cable glands and gland plates used	
19	Conductors correctly identified	
20	Correct fuses or circuit breakers installed	
21	All connections secure	

Inspection check list

Equipment and General Installations



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Multi-Core and Multi-Pair cables

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check cables are installed in accordance with routing details (cable cards if applicable)	
3	Check cable fixing details (cleats, thermal spacers etc.)	
4	Check cable markers and identification over route, cable ends and bulkheads	
5	Check route for bending radius, sheath damages, bird caging	
6	Check terminations	
7	Check cable glands/clamps for earth bonding	
8	Check cables for looming	
9	Check cable gland shrouds	
10	Check bulkheads for correct sealing at both ends	
11	Check cable protection devices (kick guards)	
12	Cables tested and witnessed. Test certificates produced	
13		
14		
15		

Inspection check list

Multi-Core and Multi-Pair cables



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



HV Cables

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check cables are installed in accordance with routing details (cable cards if applicable)	
3	Check cable fixing details (cleats, thermal spacers etc.)	
4	Check cable markers at cable ends and bulkheads	
5	Check route for bending radius, sheath damages, bird caging	
6	Inspect terminations	
7	Check cable glands and earth bonding	
8	Check screen bonding	
9	Check cable gland shrouds	
10	Check phase identification fitted	
11	Check bulkheads for correct sealing at both ends	
12	Check cable protection devices (kick guards)	
13	Cables tested and witnessed. Test certificates produced	
14		
15		

Inspection check list



HV Cables

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Lightning Points and Controls

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check supports and fixings	
3	Check operation of all switches	
4	Check fittings and fixtures for height level and alignment	
5	Light switches comply with BS 3676	
6	Suitably located	
7	Single-pole switches connected in line conductors only	
8	Correct colour coding or marking of conductors	
9	Earthing of exposed metal work, e.g. metal switch plates	
10	Complies with the requirements for wet locations/zones	
11	Adequate current rating	
12	Switch labelled to indicate purpose	
13	Lighting points correctly terminated in a suitable accessories or fittings	
14	Flex support devices used	
15	Not connected to a supply exceeding 250V	

Inspection check list



Lightning Points and Controls

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

AC-DC Distribution Centres, Control stations, J. B. etc

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	<u>General Inspection</u>	
2.1	Check board securely mounted, dry and dust free	
2.2	Check equipment complete and complies with drawings and technical specification	
2.3	Check earthing complete	
2.4	Check permanent labelling and plant	
2.5	Inspect paintwork for damages	
2.6	Check door hinges	
2.7	Check padlock facilities and door securing	
2.8	Check gaskets and seals are free of damage	
3	<u>Isolators</u>	
3.1	Check mechanical operation and interlock	
3.2	Check On/Off Indicators	
3.3	Check tightness of fixings	
4	<u>Busbar</u>	
4.1	Check tightness of connections	
4.2	Check shrouds and insulation barriers	
4.3	Check busbar phase indication	
5	<u>Distribution boards</u>	
5.1	Check core identification	
5.2	Check neutral core identification	
5.3	Check earth core identification	
5.4	Check tightness of connections	
5.5	Check MCB's are correctly rated	
5.6	Check all internal covers/insulating plates are fitted	
5.7	Check circuit chart	
5.8	Check main earth and cross bonding	
6	<u>Transformers</u>	
6.1	Check tightness of connections	
6.2	Check insulation resistance	
6.3	Check earthing connections	

Inspection check list



AC-DC Distribution Centres, Control stations, J. B. etc

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Remote Control Station/Safety Switches

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Inspect equipment for mechanical damages	
3	Check name plate details	
4	Check push button operation, stay put and lock facilities	
5	Check terminals	
6	Check core ferrules	
7	Check equipment earthing	
8	Inspect terminal boxes fixing bolts	
9	Insulation resistance (500V - 10 Mega ohms min.)	
10	Check continuity of contacts	
11	Check functionality of control circuits	
12		
13		
14		
15		

Inspection check list



Remote Control Station/Safety Switches

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Main Earth Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check earth mat is installed in accordance with the schematic	
3	Check the link pit connection assemblies	
4	Check for identification	
5	Check all terminations and connections	
6	Check resistance readings.Cables tested and witnessed. Test certificates produced	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list



Main Earth Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Fire Alarm/Refuge Point Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct device locations or directly above device locations	
5	Check cables are installed to the correct refuge point locations	
6	Check cables are installed to the correct fire alarm control panel/expander location	
7	Check refuge point circuits are not cross-connected with fire alarm loop circuits	
8	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
9	Ensure all fire alarm cables have correct segregation from other services	
10	Check all back boxes/conduit boxes are secured to the walls/structure	
11	Check all back boxes/ panel boxes are correctly positioned and levelled	
12	Check all cable glands for tightness and fitted correctly	
13	Ensure maximum circuit impedance test is carried out and test certificate produced before devices fitted	
14	Check all cables are correctly terminated in the device back box	
15	Check all devices are fitted and located correctly to the construction issued drawing	
16	If located on a false ceiling, ensure devices are correctly supported with a pattress	
17	Check refuge point box/panel is secured correctly to the wall/structure and levelled	
18	Check break glass accessories are correctly secured to back boxes and levelled	
19	Ensure mains power to fire alarm panel/expander/interface is wired in fire rated cable by unswitched accessory	
20	Check all devices are addressed and a sticker fitted for identification	
21	Ensure all devices/refuge points are functionally tested and operating correctly	
22	Device addressing checked against panel log and descriptive text entered	

Inspection check list



Fire Alarm/Refuge Point Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Fire Alarm/Refuge Point 1st fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct device locations or directly above device locations	
5	Check cables are installed to the correct refuge point locations	
6	Check cables are installed to the correct fire alarm control panel/expander location	
7	Check refuge point circuits are not cross-connected with fire alarm loop circuits	
8	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
9	Ensure all fire alarm cables have correct segregation from other services	
10	Check all back boxes/conduit boxes are secured to the walls/structure	
11	Check all back boxes/ panel boxes are correctly positioned and levelled	
12	Check all cable glands for tightness and fitted correctly	
13	Ensure maximum circuit impedance test is carried out and test certificate produced before devices fitted	
14		
15		

Inspection check list



Fire Alarm/Refuge Point 1st fix Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Fire Alarm/Refuge Point 2nd fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all cables are correctly terminated in the device back box	
3	Check all devices are fitted and located correctly to the construction issued drawing	
4	If located on a false ceiling, ensure devices are correctly supported with a pattress	
5	Check refuge point box/panel is secured correctly to the wall/structure and levelled	
6	Check break glass accessories are correctly secured to back boxes and levelled	
7	Ensure mains power to fire alarm panel/expander/interface is wired in fire rated cable by unswitched accessory	
8	Check all devices are addressed and a sticker fitted for identification	
9	Ensure all devices/refuge points are functionally tested and operating correctly	
10	Device addressing checked against panel log and descriptive text entered	
11		
12		
13		
14		
15		

Inspection check list



Fire Alarm/Refuge Point 2nd fix Installation

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



HV/LV Transformers

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Inspect transformer for mechanical damages	
3	Check nameplate details are correct in accordance with design, schematic, drawings etc.	
4	Check all joints for leakage	
5	Inspect foundation fixing details	
6	Inspect all bushings for leakage	
7	Check tap changer manual operation	
8	Check tap changer padlocking facility	
9	Check transformer connection data	
10	Visual check for correct polarity of transformer terminals	
11	Inspect HV and LV cable terminations	
12	Inspect transformer neutral connections	
13	Inspect equipment earthing	
14	Check single core cable gland plate is non-ferrous	
15	Test insulation resistance of transformer windings and readings recorded	

Inspection check list



HV/LV Transformers

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



HV/LV Switchgear

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Inspect switchboard for mechanical damages	
3	Check nameplate details are correct in accordance with design, schematic, drawings etc.	
4	Inspect switchgear circuits against schematics, drawings	
5	Check level and foundation details	
6	Check circuit breaker interlock facilities	
7	Check all phases are connected correctly and colour coded/identified as per BS 7671	
8	Inspect visually all busbar bolted connections	
9	Inspect visually switchboard earthing bar and earthing connections	
10	Inspect all connections for tightness	
11	Inspect visually anti-condensation heaters	
12	Switchgear tested and witnessed. Test certificates produced	
13		
14		
15		

Inspection check list



HV/LV Switchgear

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Intruder Alarm Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct device locations or directly above device locations	
5	Check Cables are installed to the correct control panel/expander location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure all intruder alarm cables have correct segregation from other services	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12	Check all cables are correctly terminated in the devices	
13	Check all devices are fitted and located correctly to the construction issued drawing	
14	Ensure mains power provided for PSU/control panel and mains connection complete	
15	Check all cables are correctly terminated in the control panel/expander	
16	Ensure device addresses are identified on the as fitted drawings	
17	Ensure all devices are functionally tested and operating correctly	

Inspection check list



Intruder Alarm Installation

18	Device addressing checked against panel log and descriptive text entered	
----	--	--

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	

Inspection check list



Intruder Alarm Installation

Signature:	
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This is a generic form to be modified to suit specific site requirements

Inspection check list



Intruder Alarm 1st fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct device locations or directly above device locations	
5	Check Cables are installed to the correct control panel/expander location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure all intruder alarm cables have correct segregation from other services	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12		
13		
14		
15		

Inspection check list

Intruder Alarm 1st fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Intruder Alarm 2nd fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure continuity test is carried out on all cables before any terminations	
3	Check all cables are correctly terminated in the devices	
4	Check all devices are fitted and located correctly to the construction issued drawing	
5	Ensure mains power provided for PSU/control panel and mains connection complete	
6	Check all cables are correctly terminated in the control panel/expander	
7	Ensure device addresses are identified on the as fitted drawings	
8	Ensure all devices are functionally tested and operating correctly	
9	Device addressing checked against panel log and descriptive text entered	
10		
11		
12		
13		
14		
15		

Inspection check list

Intruder Alarm 2nd fix Installation



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Electrical Trace Heating System

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check tape is installed in accordance with specification and drawings	
3	Check heater fixing details (fittings, insulation secure etc.)	
4	Check fields connections to system correct	
5	Check thermostat and auxiliary equipment is secure and weather proof	
6	Check traced pipelines are fitted with suitable caution signs not more than 3m apart, with alternate each side placement	
7	Check system circuit breaker and RCD operate correctly	
8	Trace heating system tested and witnessed. Test certificates produced	
9		
10		
11		
12		
13		
14		
15		

Inspection check list

Electrical Trace Heating System



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Earth Connections to Electrical Plant

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check earthing protection is installed in accordance with contract drawings and specifications	
3	Inspect joints, bonds and fixing clamps	
4	Inspect connections to earth electrode	
5	Inspect disconnection facilities	
6	Earth resistance tested and witnessed. Readings recorded in test certificate	
7	Ensure link disconnect warning label fitted	
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list

Earth Connections to Electrical Plant



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Modifications to Panels and Control Stations

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Test new components as per Test Sheet	
3	Check equipment complete and modified in accordance with drawings, schematics	
4	Check earthing is complete	
5	Check permanent labelling, plant identification and feruling details	
6	Check door hinges operate correctly	
7	Check padlock facilities and door securing screws	
8	Check paint work for damages	
9	Earth resistance-should not exceed 10 ohms is tested and witnessed. Readings recorded in test certificate	
10		
11		
12		
13		
14		
15		

Inspection check list

Modifications to Panels and Control Stations



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Cable Trenches

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check formation is satisfactory and is as per specification/design	
3	Check sand bed is as per specification/design	
4	Check all debris is removed	
5	Check cable umber is correctly fitted	
6	Check cable ducts adequately sealed	
7	Check sand surround is satisfactory	
8	Check cable ties are in place	
9	Check backfill and tapes	
10		
11		
12		
13		
14		
15		

Inspection check list



Cable Trenches

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Catenary Wire & Luminaire Suspensions

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check installation is complete and complies with drawings, specifications and design	
3	Check system supports and fixings are anchored and secure in building fabric and to steelwork	
4	Check system cable connections and terminations, including cable entries and tightness	
5	Check fittings and fixtures for height, level and alignment, including sag and tension in the cable span	
6	Check system bonding and earthing where applicable	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list

Catenary Wire & Luminaire Suspensions



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Erection of Fire Barriers

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check barriers for:	
2.1	Correct materials used	
2.2	Complete per drawing	
2.3	Accurate fitting	
2.4	Complete sealing	
2.5	Insulation installed (during erection)	
2.6	Door fitting accurately	
3	Check that all documentation is complete and properly certified	

Inspection check list



Erection of Fire Barriers

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



UPS DC Systems, Batteries & Chargers

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check inverter, battery charger or static switch UPS system type for the following:	
2.1	UPS system operated to specific requirements under test	
2.2	Test results are complete and recorded on vendor test sheets	
3	Check inverter UPS system type to include the following:	
3.1	AC and DC volts/amps output is as per specification	
3.2	Frequency (HZ), output amp limit and distortion factors are as per specifications	
4	Check of static switch UPS system type to include the following:	
4.1	Test results to include (amps) maximum load to mains, mains to inverter or to bypass supply	
5	Check all alarms and controls operate to vendor specification	
6	Check all batteries/battery chargers are secure and as specifications	
7	Test carried out and witnessed in accordance with earth resistance test. Resistance to earth should not exceed 10 ohms	

Inspection check list

UPS DC Systems, Batteries & Chargers



COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Redundant Cables

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check permit to work system is adhered to	
3	Check both ends of cable isolated	
4	Check both ends of cable sealed	
5	Ensure at least one end of cable is permanently bolted to earth if unable to remove	
6	Remove all redundant cables where possible	
7	Clearly identify all redundant cables if unable to remove	
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list



Redundant Cables

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Co-Axial Cable

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check cable is installed in accordance with the schedule	
3	Inspect cable fixing details	
4	Check cable markers at ends and bulkheads	
5	Check route for sheath damages	
6	Check core for termination	
7	Check cable gland	
8	Check cable protective measures (kick guards)	
9	Cable tested and witnessed. Test certificates produced	
10		
11		
12		
13		
14		
15		

Inspection check list



Co-Axial Cable

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Distribution board/Switchgear LV/Lighting Panel

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Suitable for the purpose intended	
3	Securely fixed and suitably labelled	
4	Suitable cable glands and gland plates used	
5	Correctly earthed	
6	Where relevant correct IP ratings applied	
7	Suitable as means of isolation, where applicable	
8	Complies with the requirements for wet locations	
9	Need for isolation, mechanical maintenance, emergency and functional switching met	
10	Switchgear suitably coloured where necessary	
11	All connections are secure and check for tightness	
12	Circuit chart in place	
13	Cables are correctly terminated and identified	
14	No sharp edges on cable entries, screw heads etc. that could cause damages to cable insulation	
15	All covers and equipment is in place and secure	
16	Adequate access and working space	
17	Accessible for operation, inspection and maintenance	
18	Circuits to be separated (no borrowed neutrals)	
19	Circuits to be identified (neutral and protective conductors in the same sequence)	
20	Protective device adequate for the intended purpose	
21	Disconnection times likely to be met by installed protective devices	
22	All circuits suitably identified	
23	Mechanical segregation between LV and ELV circuits	
24	Suitable main switch provided	
25	Means of isolation suitably labelled	
26	Provision for disconnecting the neutral	
27	Main switches to single phase installations, intended for use by an ordinary person e.g. domestic, shop, office premises to be double-pole	
28	RCD's provided where required	
29	Discrimination between RCD's is considered	
30	Main earthing terminal provided readily accessible and identified	
31	Cables used comply with British or Harmonized standards	
32	Conductors correctly identified	
33	Adequately rated distribution boards	
34	Correct fuses or circuit breakers installed	
35	Consideration paid to electromagnetic effects and electromagnetic stresses	

Inspection check list



Distribution board/Switchgear LV/Lighting Panel

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



CCTV System

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct camera/detector locations	
5	Check cables are installed to the DVR location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure all CCTV cables have correct segregation from other services	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12	Check all cables are correctly terminated in the cameras\detectors	
13	Check all cameras/detectors are fitted and located/directed correctly to the construction issued drawing	
14	Ensure mains power provided for PSU/DVR and mains connection complete	
15	Check all cables are correctly terminated at the DVR	
16	Ensure all cameras/detectors are functionally tested and operating correctly	
17	Ensure cameras are focused and field of view is checked	
18	DVR checked for recording of cameras in this area	
19	Ensure DVR is set up for frame rates and image size	

Inspection check list



CCTV System

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



CCTV System 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct camera/detector locations	
5	Check cables are installed to the DVR location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure all CCTV cables have correct segregation from other services	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12		
13		
14		
15		
16		

Inspection check list



CCTV System 1st fix

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



CCTV System 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure continuity test is carried out on all cables before any terminations	
3	Check all cables are correctly terminated in the cameras\detectors	
4	Check all cameras/detectors are fitted and located/directed correctly to the construction issued drawing	
5	Ensure mains power provided for PSU/DVR and mains connection complete	
6	Check all cables are correctly terminated at the DVR	
7	Ensure all cameras/detectors are functionally tested and operating correctly	
8	Ensure cameras are focused and field of view is checked	
9	DVR checked for recording of cameras in this area	
10	Ensure DVR is set up for frame rates and image size	
11		
12		
13		
14		
15		

Inspection check list



CCTV System 2nd fix

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Lighting Columns

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check column bases are situated in accordance lay out drawings and column sleeves are vertical	
3	Check all cable entries/exits (sleeves, ducts etc.)in base are clear of any obstruction	
4	Prior to erection of column, check column for any mechanical damages	
5	After erection of column, check column is securely mounted and plumb	
6	Check fuse cut outs are installed in column	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Inspection check list



Lighting Columns

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

General Containment Including Conduits & trunking

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure correct type/size of material is used as per design and specifications	
3	Check containment is installed into correct height, level, location as per design/drawings	
4	Ensure correct method of suspension is used in relation of weight	
5	Ensure correct type/size of fixings, supporting brackets is used in relation of steelwork/building fabric	
6	Check end of conduits are reamed and bushed	
7	Ensure all sharp edges are filed and cut ends galvanised	
8	Ensure adequate support/brackets fitted with correct spacing including bends and set up/down sections	
9	Check all tray/trunking cut to a straight edge	
10	Check all untreated conduit metal runners are galvanised	
11	Check all joints are mechanically sound and of adequate continuity	
12	Check all box lids, trunking lids are in place including lids on bends/T sections	
13	Check for drainage holes and gaskets where applicable	
14	Check conduit is clipped correctly	
15	Ensure correct conduit fittings are installed in the boxes where applicable	
16	Check all stud is cut back and galvanised/capped	
17	Check all brackets are galvanised/end capped	
18	Check all containment is earth bonded correctly	
19	Ensure all containment end caps/plugs are fitted where applicable	

Inspection check list



General Containment Including Conduits & trunking

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Cables Inspection and Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
	<u>Cables on tray/directly fixed</u>	
2	Ensure cables are installed in accordance with cable schedule	
3	Ensure cables are fixed in accordance with specification	
4	Ensure cable markers are installed in accordance with specification	
5	Check correct type	
6	Check protected against mechanical damages and abrasion	
7	Ensure where cables are exposed to direct sun light, they are of a suitable type	
8	Check cables are not run in lift shaft unless they are part of the lift installation and of the permitted type	
9	Ensure internal radius of bends are not sufficiently tight as to cause damage to cables or to place undue stress on termination points when connected	
10	Check cables are correctly supported	
11	Check cable glands are correctly selected and fitted with shrouds and supplementary earth tags	
12	Ensure correct segregation of band I and band II circuits	
13	Check fire alarm and emergency circuits are segregated	
	<u>Cables in trunking/conduit</u>	
14	Ensure cables are installed in accordance with specification and trunking/conduit capacities are not exceeded	
15	Ensure trunking lid and box lids are fitted	
16	Ensure there is no apparent sign of damage to any cable	
	<u>LV Cables in partitions containing metal structure parts in domestic or similar installations not under the supervision of skilled or instructed persons should be:</u>	
17	Check provided with adequate mechanical protection to suit both the installation of the cable and its normal use	
18	Ensure all circuits have additional protection by RCD not exceeding 30 mA	

Inspection check list

Cables Inspection and Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Electrical finals

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Final check on all the positions of the electrical accessories	
3	Ensure all system installations are complete in accordance with relevant drawings	
4	Check all lamps with correct ratings are fitted to luminaires	
5	Check all louvers are fitted correctly and earth link connected if applicable	
6	Ensure supports/fixings of luminaires are used correctly and fittings installed flush with ceilings	
7	Check all faceplates, accessories are screwed back/clipped tight and levelled, aligned	
8	Check all labels are fitted including accessories and DB/Lighting Panel chart list	
9	Ensure main switch is locked off and under permit to work	
10	Ensure correct operation of all electrical accessories/devices including every power outlet, correct orientation of switches, PIR detection etc.	
11	Functional test carried out, system tested and witnessed. Test certificates produced	
12	Ensure system is free of damages. Ready for commissioning	
13		
14		
15		

Inspection check list



Electrical finals

COMMENTS:

--

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Junction Boxes

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure final equipment components comply with Specification and Drawings	
3	Ensure all fuse/MCB ratings are in accordance with equipment schedule	
4	Ensure equipment is securely mounted, dry and dust/debris free	
5	Ensure permanent labelling has been fitted and identification is correct	
6	Ensure tightness of cable connections	
7	Check cable cores and ferrules and comply with drawings and specification	
8	Ensure earthing/bonding is correct	
9	Ensure there is no visual damages	
10		
11		
12		
13		
14		
15		

Inspection check list



Junction Boxes

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Busbar Trunking Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check busbar is installed to correct height, level and plumb	
3	Ensure busbar housing fixings are tight and secure	
4	Ensure busbar housing is free of mechanical damages, dry, clean and dust free	
5	Ensure earthing connections are tight and secure	
6	Check busbar bolts, nuts and couplers are tight and secure (torqued to correct settings where specified)	
7	Ensure fire barriers are installed correctly	
8	Check all busbar covers are fitted and secure	
9	Ensure labels are fitted to busbar where applicable	
10	Busbar tested and witnessed. Test certificates produced	
11		
12		
13		
14		
15		

Inspection check list

Busbar Trunking Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Part P and ACC Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure notches and holes in joints within limits, no holes in timbers I-beams or rafters	
3	Check wall chases are in correct lines and limits	
4	Ensure services openings are fire stopped correctly	
5	Check installation doesn't obstruct fire routes	
6	Ensure escape route lighting is to appropriate level and supplied by protected circuit	
7	Check smoke detectors are installed to BS 5839	
8	Ensure all services penetrations to external walls are sealed	
9	Check for suitable mechanical ventilation	
10	Ensure all electrical installation is in accordance with BS 7671	
11	Check lighting energy conservation measures are in place	
12		
13		
14		
15		

Inspection check list

Part P and ACC Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Socket outlets/Fuse Connection Units

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check mounting height above the floor or working surface suitable and level	
3	Check correct polarity	
4	Ensure if installed in a wet location must be beyond 3m horizontally of the bath or shower unless shaver supply unit or SELV	
5	Ensure accessories have suitable protection if mounted in a floor	
6	Ensure never to connect a water heater having uninsulated elements	
7	Check circuit protective conductor is connected directly to the earthing terminal of the socket outlet, on a sheathed wiring installation	
8	Ensure earthing tail from the earthed metal box, on a conduit installation to the earthing terminal of the socket outlet	
9	Ensure correct rating of fuse is fitted (Fuse Connection Unit)	
10	Ensure all joints are accessible and maintainable	
11	Check all joints are protected against mechanical damages	
12	Check all conductors are correctly connected	
13		
14		
15		

Inspection check list

Socket outlets/Fuse Connection Units



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Luminaires, General, Emergency and Control Accessories

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check system installed conforms with agreed design and specifications	
3	Ensure supports and fixings are in accordance with specification	
4	Ensure all equipment is installed at correct height, level, alignment and orientation	
5	Ensure all cable connections and terminations are correct and ferruled where applicable	
6	Check all fitted lamps are clean, undamaged, in good condition	
7	Ensure appropriate controls suitable for the luminaires fitted	
8	Check light fittings are correctly positioned and orientated as per design and drawings	
9	Check correct colour coding or marking of conductors	
10	Ensure all light fittings comply with requirements for electrical installations in wet locations	
11	Check earthing of exposed metalwork, metal switch plate etc.	
12	Ensure emergency test facility is available	
13	Installation complies with BS 7671	
14		
15		

Inspection check list

Luminaires, General, Emergency and Control Accessories



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Intercom Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions including com. panel, handset and control box with correct length and identified	
12	Check all grommets fitted where applicable	
13	Check cables are neatly dressed inside walls	
14	Final check on all the positions of the accessories/devices as per latest design	
15	Continuity test carried out prior to any cable terminations	
16	Ensure all accessories are correctly terminated/patched	
17	Check panel is securely fixed in the correct positions and levelled	
18	Ensure all cables are correctly terminated at the panel	
19	Check all unused/future points are safely terminated	
20	Check all accessories/devices are screwed/fixed back tight and levelled, aligned	
21	Check all face plates are correctly fitted, aligned and levelled	
22	Ensure mains power provided for PSU/control panel and mains connection complete	
23	Ensure correct identification is in place to all accessories/devices and panels as per design specification	
24	Ensure intercom system is correctly interfaced with access control system as per design	
25	Ensure handset is addressed correctly if applicable	
26	Functional test carried out. 2-way communication is operation correctly between panels and handsets	

Inspection check list



Intercom Installation

COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Intercom Installation 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions including com. panel, handset and control box with correct length and identified	
12	Check all grommets fitted where applicable	
13	Check cables are neatly dressed inside walls	
14	Final check on all the positions of the accessories/devices as per latest design	
15	Continuity test carried out prior to any cable terminations	

Inspection check list

Intercom Installation 1st fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Intercom Installation 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Continuity test carried out prior to any cable terminations	
3	Ensure all accessories are correctly terminated/patched	
4	Check panel is securely fixed in the correct positions and levelled	
5	Ensure all cables are correctly terminated at the panel	
6	Check all unused/future points are safely terminated	
7	Check all accessories/devices are screwed/fixed back tight and levelled, aligned	
8	Check all face plates are correctly fitted, aligned and levelled	
9	Ensure mains power provided for PSU/control panel and mains connection complete	
10	Ensure correct identification is in place to all accessories/devices and panels as per design specification	
11	Ensure intercom system is correctly interfaced with access control system as per design	
12	Ensure handset is addressed correctly if applicable	
13	Functional test carried out. 2-way communication is operation correctly between panels and handsets	
14		
15		

Inspection check list

Intercom Installation 2nd fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Nurse Call/Staff Attack System Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used in accordance with the design and specification	
4	Check cables are installed to the correct device/accessory locations	
5	Check Cables are installed to the correct control panel/expander location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure cables have correct segregation from other services (LV and ELV circuits)	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12	Check all cables are correctly terminated in the devices	
13	Ensure the device is supported with a pattress if ceiling mounted	
14	Check all devices are fitted and located correctly to the construction issued drawing	
15	Ensure mains power provided for PSU/control panel and mains connection complete	
16	Check all cables are correctly terminated in the control panel/expander	
17	Ensure device addresses are identified on the as fitted drawings	
18	Ensure all devices are functionally tested and operating correctly	
19	Device addressing checked against panel log and descriptive text entered	

Inspection check list

Nurse Call/Staff Attack System Installation



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Proximity Access Control Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
9	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
10	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
11	Check all grommets fitted where applicable	
12	Check cables are neatly dressed inside walls	
13	Ensure cable are pulled to to exact locations of door locks	
14	Check fire alarm interfaces are wired as per design specification	
15	Final check on all the positions of all accessories/devices/control panels	
16	Ensure continuity test is carried out on all cables before any terminations	
17	Check acoustic/fire rated inserts are fitted into back boxes and undamaged	
18	Check all cable glands for tightness and fitted correctly	
19	Check all cables are correctly terminated in the devices	
20	Check all cables are correctly terminated in the control panels and interfaces	
21	Ensure mains power provided for PSU/control panel and mains connection complete	
22	Ensure correct tightness of terminals	
23	Check all accessories are screwed back tight and levelled, aligned	
24	Ensure device addresses/programming is identified on the as fitted drawings	
25	Ensure all devices are functionally tested and operating correctly	
26	Device addressing checked against panel log and descriptive text entered	
27	System ready for commissioning	

Inspection check list

Proximity Access Control Installation



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Proximity Access Control Installation 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
9	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
10	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
11	Check all grommets fitted where applicable	
12	Check cables are neatly dressed inside walls	
13	Ensure cable are pulled to to exact locations of door locks	
14	Check fire alarm interfaces are wired as per design specification	
15	Final check on all the positions of all accessories/devices/control panels	
16	Ensure continuity test is carried out on all cables before any terminations	

Inspection check list

Proximity Access Control Installation 1st fix



COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Proximity Access Control Installation 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Final check on all the positions of all accessories/devices/control panels	
3	Ensure continuity test is carried out on all cables before any terminations	
4	Check acoustic/fire rated inserts are fitted into back boxes and undamaged	
5	Check all cable glands for tightness and fitted correctly	
6	Check all cables are correctly terminated in the devices	
7	Check all cables are correctly terminated in the control panels and interfaces	
8	Ensure mains power provided for PSU/control panel and mains connection complete	
9	Ensure correct tightness of terminals	
10	Check all accessories are screwed back tight and levelled, aligned	
11	Ensure device addresses/programming is identified on the as fitted drawings	
12	Ensure all devices are functionally tested and operating correctly	
13	Device addressing checked against panel log and descriptive text entered	
14	System ready for commissioning	
15		

Inspection check list

Proximity Access Control Installation 2nd fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Induction Loop Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure containment is complete and suitable for the designed cable type/size	
3	Check the correct type/size cable is used for the loop	
4	Check the correct type/size cable is used for the microphone	
5	Check all cables are installed to the correct amplifier location	
6	Ensure cables are correctly supported throughout its length with adequate spacing of fixings	
7	Ensure cables have correct segregation from other services (LV and ELV circuits)	
8	Check all back boxes/conduit boxes are secured to the walls/structure	
9	Check all back boxes/ panel boxes are correctly positioned and levelled	
10	Check all cable glands for tightness and fitted correctly	
11	Ensure continuity test is carried out on all cables before any terminations	
12	Check all cables are correctly terminated in the devices	
13	Ensure the device is supported with a pattress if ceiling mounted	
14	Check all devices are fitted and located correctly (including all amplifiers) to the construction issued drawing	
15	Ensure mains power provided for PSU/control panel and mains connection complete	
16	Check all cables are correctly terminated in the amplifier	
17	Tests carried out for signal overspill, volume level and field test	

Inspection check list



Induction Loop Installation

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Electrical Testing Procedure

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Qualified to current edition of BS 7671 including amendments	
2	Qualified to BS 2391 or appropriate equivalent	
3	Proof of experience of testing a particular type of installation	
4	Sublet testing to be only undertaken by a company holding a current certificate covering the type of works to be tested and issued by a certification body accredited to UKAS to EN 45011	

Prior to commencement:

5	Calibration certificate/s and on-going accuracy checks records to be available, for instruments to be used	
6	Test engineer to be familiar with the site and the required program of their works	
7	Tester to have up to date or as fitted drawings, DB schedules, cable schedule, design criteria as a minimum	
8	Tester to liaise with installation personnel as to their requirements for testing e.g. before parallel earths are introduced, before connection of equipment that may affect their tests	
9	Tester to have verification data, e.g. Max. Zs values including MCCB if applicable, resistance of conductor values (to compare expected/measured values)	

Testing:

10	All tests to be undertaken as per the requirements of BS 7671 and Guidance Note 3	
11	All tests to be verified with relevant criteria	
12	Testing to be undertaken during construction and on completion, as required	
13	Frequent witnessing of testing procedures must be undertaken	
14	Fire alarm/detection in dwellings must be functionally tested to manufacturer's recommendations, and batteries installed	
15	Emergency lighting construction/verification to conform to BS 5266-1	
16	Fire alarm cabling to be tested to BS 5839-1	

Certificates:

17	All boxes to be completed	
18	All test results sheets to be dated and signed and instrument serial/reference number entered	
19	Reference method - where several could be entered, the 2 most applicable to be entered	
20	Number of points served - entered, number of current using equipment and socket outlets i.e. a 2 gang socket is 2 points, do not include functional switches or isolators	
21	Maximum Zs permitted - enter values given in table 41 of BS 7671 not corrected values	
22	Separate certification is required for fire alarms in dwellings	
23	Separate certification is required for Emergency lighting	
24	Separate certification is required for Fire Alarm cabling installation	

General:

Inspection check list



Electrical Testing Procedure

25	Report on any non-conformities found/viewed, daily and subject to rectification	
26	Report of any missing covers/blanks/equipment/accessories	
27	Labelling as required by BS 7671 to be installed as part of on-going works	
28	Provide program to qualifying Manager as to when results will be issued and quantity	
29	Test results to be forwarded for review as boards are completed (do not leave all to the end) report/document	
30	Report/document any results that are not as would be expected	
31	Report/document any results that are not as would be expected but are justifiable	

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

Inspection check list

Electrical Testing Procedure



This is a generic form to be modified to suit specific site requirements

Inspection check list

Electrical Installation-small Power & Lighting

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
12	Check all grommets fitted where applicable	
13	Ensure all lighting cables are in the correct positions and clipped directly above lights	
14	Check lighting positions do not clash with any other services or structure	
15	Check cables are neatly dressed inside walls	
16	Check SWA/mains cable pulled to DB/Lighting panel position with sufficient fixings/support provided	
17	Ensure all cables are pulled to DB/Lighting panel location cut to correct length and identified	
18	Final check on all the positions of the electrical accessories	
19	Main earth bonding complete to incoming services if applicable	
20	Initial dead test carried out and results recorded	
21	Check acoustic/fire rated inserts are fitted into back boxes and undamaged	
22	Check all accessories are correctly terminated and all conductors are identified with appropriate sleeving where applicable	
23	Ensure correct tightness of terminals	
24	Check all accessories are screwed back tight and levelled, aligned	

Inspection check list

Electrical Installation-small Power & Lighting

25	Ensure all light fittings are connected and correct drivers/transformers are used where applicable	
26	Check there is sufficient depth within ceiling void for light fittings to be fitted flush	
27	Check the correct lights are fitted throughout and lighting set out is correct to the reflected ceiling plan drawing	
28	Check all lamps are fitted with the correct type/rating	
29	Dado trunking/containment complete to serve DB/Lighting Panel	
30	DB/Lighting Panel securely fixed, levelled with all circuits terminated correctly and lids closed	
31	Ensure main switch is locked off	
32	Check all labels are fitted including accessories and DB/Lighting Panel chart list	
33	Ensure main and supplementary bonding conductors are connected correctly and labels fitted as per BS 7671	
34	Ensure any cables that cannot be 2nd fixed are made safe	
35	Functional test carried out, system tested and witnessed. Test certificates produced	

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Inspection check list



Electrical Installation-small Power & Lighting

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Electrical Installation-small Power & Lighting 1st fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
12	Check all grommets fitted where applicable	
13	Ensure all lighting cables are in the correct positions and clipped directly above lights	
14	Check lighting positions do not clash with any other services or structure	
15	Check cables are neatly dressed inside walls	
16	Check SWA/mains cable pulled to DB/Lighting panel position with sufficient fixings/support provided	
17	Ensure all cables are pulled to DB/Lighting panel location cut to correct length and identified	
18	Final check on all the positions of the electrical accessories	
19	Main earth bonding complete to incoming services if applicable	
20	Initial dead test carried out and results recorded	
21	Check acoustic/fire rated inserts are fitted into back boxes and undamaged	

Inspection check list

Electrical Installation-small Power & Lighting 1st fix

COMMENTS:

Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

Electrical Installation-small Power & Lighting 2nd fix

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check acoustic/fire rated inserts are fitted into back boxes and undamaged	
3	Check all accessories are correctly terminated and all conductors are identified with appropriate sleeving where applicable	
4	Ensure correct tightness of terminals	
5	Check all accessories are screwed back tight and levelled, aligned	
6	Ensure all light fittings are connected and correct drivers/transformers are used where applicable	
7	Check there is sufficient depth within ceiling void for light fittings to be fitted flush	
8	Check the correct lights are fitted throughout and lighting set out is correct to the reflected ceiling plan drawing	
9	Check all lamps are fitted with the correct type/rating	
10	Dado trunking/containment complete to serve DB/Lighting Panel	
11	DB/Lighting Panel securely fixed, levelled with all circuits terminated correctly and lids closed	
12	Ensure main switch is locked off	
13	Check all labels are fitted including accessories and DB/Lighting Panel chart list	
14	Ensure main and supplementary bonding conductors are connected correctly and labels fitted as per BS 7671	
15	Ensure any cables that cannot be 2nd fixed are made safe	
16	Functional test carried out, system tested and witnessed. Test certificates produced	

Inspection check list

Electrical Installation-small Power & Lighting 2nd fix



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

TV-Data System Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
12	Check all grommets fitted where applicable	
13	Check cables are neatly dressed inside walls	
14	Ensure all cables are pulled to the Data/AV panel location with correct length and identified	
15	Final check on all the positions of the accessories/devices as per latest design	
16	Continuity test carried out	
17	Ensure all accessories are correctly terminated/patched	
18	Check Date/AV/control panels are securely fixed in the correct positions and levelled	
19	Ensure all cables are correctly terminated at the Data/AV panels	
20	Check all unused/future points are safely terminated	
21	Check all accessories/devices are screwed back tight and levelled, aligned	
22	Check all face plates are correctly fitted, aligned and levelled	
23	Ensure mains power provided for PSU/control panel and mains connection complete	
24	Ensure correct identification is in place to all accessories/devices and panels as per design specification	
25	Complete Fluke test carried out and test results uploaded.	

Inspection check list

TV-Data System Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list

TV-Data System 1st fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all pattresses are in the correct locations and securely fixed	
3	Ensure containment is complete and suitable for the designed cable type/size	
4	Check all back boxes securely fixed at the correct locations, height, depth and levelled. Correct type of back boxes fitted to suit the different type of accessories	
5	Ensure correct conduit fittings are used in the boxes where applicable	
6	Check conduits are correctly clipped where applicable	
7	Check the correct type/size cable is used in accordance with the design and specification	
8	Check cables are fixed correctly at high level containment with appropriate segregation where applicable	
9	Check all cables are clipped at no greater than 1m and fixed in correct zones with correct segregation between LV and ELV circuits	
10	Ensure cables where passing partition walls are running through top head track and not in deflection zone in order to avoid guillotine effect	
11	Ensure all cables are pulled out to their final positions/into back boxes with correct length and identified	
12	Check all grommets fitted where applicable	
13	Check cables are neatly dressed inside walls	
14	Ensure all cables are pulled to the Data/AV panel location with correct length and identified	
15	Final check on all the positions of the accessories/devices as per latest design	
16	Continuity test carried out	

Inspection check list

TV-Data System 1st fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



TV-Data System 2nd fix Installation

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Check all the positions of the accessories/devices are as per latest design	
3	Ensure all accessories are correctly terminated/patched	
4	Check Data/AV/control panels are securely fixed in the correct positions and levelled	
5	Ensure all cables are correctly terminated at the Data/AV panels	
6	Check all unused/future points are safely terminated	
7	Check all accessories/devices are screwed back tight and levelled, aligned	
8	Check all face plates are correctly fitted, aligned and levelled	
9	Ensure mains power provided for PSU/control panel and mains connection complete	
10	Ensure correct identification is in place to all accessories/devices and panels as per design specification	
11	Complete Fluke test carried out and test results uploaded.	
12		
13		
14		
15		

Inspection check list

TV-Data System 2nd fix Installation



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements

Inspection check list



Electrical Underfloor Heating

Project Name:		Project Number:	
Area:		Unit:	
Drawing Number:		Level:	
Described works completed by:			

Item	Description of Works	Stothers M&E / Sub-contractor (✓)
1	Check installed as per drawings and specification, attach as fitted drawings if applicable	
2	Ensure electrical heating mat covers the extend of the designed floor area to be heated	
3	Check electrical mat is fixed correctly to floor as per manufacturer's recommendations	
4	Check temperature sensor is installed and positioned correctly for adequate operation	
5	Ensure electrical back boxes are provided in suitable locations for mains power supply and thermostat control	
6	Check electrical mat mains cable and sensor cable are pulled into the correct back box provided	
7	Resistance test carried out and witnessed. Results compared with manufacturer's calculations	
8	Ensure adequate protection is in place	
9		
10		
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Inspection check list

Electrical Underfloor Heating



COMMENTS:

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Sub-contractor:	
Print name:	
Position:	
Date:	
Signature:	

Stothers M&E	
Print name:	
Position:	
Date:	
Signature:	

Client/Main Contractor:	
Print name:	
Position:	
Date:	
Signature:	

This is a generic form to be modified to suit specific site requirements