

### Sample Checklist for In-Process Inspection of Timber door (Sub-frame System)

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Checklist	Acceptance criteria/ Requirement reference	Date of Inspection	Remarks
<b>PREPARATORY WORKS</b>			
1. Set out 1m datum level, reference line at floor and level pegs on wall	Refer to Section 6		
2. Check dimensions of wall opening	Conform to approved shop drawing		
3. Check condition of floor	Dry and free from debris		
4. Treat surface of sub-frame	Refer to Section 6		
<b>INSTALLING SUB-FRAME</b>			
5. Check dimensions of sub-frame	Conform to approved shop drawing		
6. Install sub-frame	Refer to Table 7.1.1		
7. Check alignment and plumb of sub-frame	Sub-frame is horizontally and vertically aligned		
8. Check cement grout used	Conform to specifications.		
9. Check grouting	No gap or void in the grouting		
10. Remove surplus grout	Surface is clean		
<b>INSTALLING MAIN FRAME</b>			
11. Check dimensions of sub-frame opening	Conform to approved shop drawing		
12. Install main frame	Refer to Table 7.1.1		
13. Check alignment and plumb of main frame	Main frame is horizontally and vertically aligned		
14. Protect completed main frame	Varnished surface should be protected with PVC tape, polyethylene sheet, etc		
<b>INSTALLING DOOR PANEL &amp; IRONMONGERY</b>			
15. Check dimensions of door panel	Conform to approved shop drawing		
16. Install door panel	Refer to Table 7.1.2		
17. Check alignment and plumb of door panel and consistent gap between door and frame	Door panel is horizontally and vertically aligned. Consistent gap between door and frame		
18. Check correct type of ironmongeries	Conform to specifications		
19. Install ironmongeries	Smooth operation		
20. Protect completed door panel & ironmongery	Protective materials to remain intact after installation		

**Sample Checklist for In-Process Inspection of Timber door (Sub-frame System)**

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Checklist	Acceptance criteria/ Requirement reference	Date of Inspection	Remarks
<b>INSTALLING ARCHITRAVE</b>			
21. Check conditions of architrave	No damages		
22. Install architrave	Refer to Table 7.1.3		
23. Patch nail holes	All nail holes are properly patched		
24. Protect completed architrave	Varnished surface should be protected with PVC tape, polyethylene sheet, etc		