



**Quality Control/ Quality Assurance Checklists**

**Doors/ Casings & General Works**

Listed below are steps to follow when undertaking tasks that you are doing to ensure the quality of work is correct and you are fully aware and understand of what is required from **SAL Construction Limited**:

1. All materials to be loaded to work areas by the site operatives on pricework.
2. All rooms to be cleaned out by you at the end of each day and all material disposed into skips provided.
3. Do not start work in an untidy room notify your supervisor first.
4. A clean up charge of £21.50 per room will apply if issued with a clean up notice from the main contractor, operatives are to clean up behind them as they go this includes sweeping/ hovering if required.
5. All joints on skirting/architrave must be mitred and glued with pva and finished flush and rubbed over with sandpaper to ensure a smooth joint is achieved.
6. Skirtingboard into blockwork must be plug and screwed at 600mm centres.
7. Skirtingboard fixed onto plasterboard should have gripfill applied to the back and paslode nailed into studs.
8. When fixing door casings all screws must be countersunk properly. (8 screws in each leg)
9. All door casings to be fitted level and all margins around the door should not exceed 3mm.
10. All stop beads to fixed around door casing correctly.
11. Doors should not bind on door frame or stop bead at all.
12. Use a 2mm packer for clearance on hinge side of stop bead to allow for paint and prevent from binding.
13. Hinges, locks, handles, must be routered, drilled, or chiselled out neatly.
14. Always check the quality of your work and ensure you are happy with it before start working in another area.
15. If any snagging is required it is up to the person responsible to go back to their work and put it right at their own cost.

16. All pricework booking in should be identified by room names/numbers and stated what work was involved and the linear meters of skirting fitted.

17. Only fully finished rooms can be booked in.

18. If you are unsure of anything contact your supervisor.

All of these guidelines must be strictly adhered to when undertaking works for SAL Construction and by your signing below it is deemed that you accept these conditions when undertaking your works.

Site Operative Name: .....

Signature: .....

**Site Management**  
**SAL Construction Ltd**