



ZIMBABWE

HWEDZA RURAL DISTRICT COUNCIL**ENGINEERING AND TECHNICAL DEPARTMENT BUILDING INSPECTION CHECKLIST (Buildings)**

STAND NUMBER: NAME OF STAND HOLDER:

STAND USE: CONTACT TEL/CELL:

LEASE NUMBER: SERVICE CENTRE:

DEVELOPMENT DESCRIPTION:

PLEASE NOTE:

Each inspection stage done is to be counter-signed by the building inspectorate

RECEIPT NUMBER RECEIPT SAND EXTRACTION	RECEIPT NUMBER RECEIPT INSPECTION	STAGE NO.	INSPECTION STAGES DESCRIPTION			
		1	Setting out	Site clearance Signature:	Site boundary pegs, building lines Signature:	Length, width, profiles, correctness of setting out/diagonals Signature:
		2	Foundation excavation	Levels and foundation concrete pegs Signature:	Trench width and trimming Signature:	Soil profile, type and formation level Signature:
		3	Foundation concreting	Concrete quality Signature:	Levelness Signature:	Depth of foundation concrete Signature:

			4 Foundation brickwork- backfilling and compaction	Levels, vertical control, mortar gauge, diagonals, bonding Signature:	Hardcore material quality Signature:	Thickness and strength Signature:
			5 Slab -window base	Concrete quality, d.p.m placement & quality Signature:	Mortar quality & gauge Signature:	Vertical and horizontal control, bonding/ brick force placement Signature:

			6 Window height-ring beam shattering	Vertical and horizontal control, bonding, mortar gauge and quality Signature:	Openings/door frames and window frame fixing Signature:	Straightness of shattering/ reinforcement bars tying Signature:	Reinforcement bars tying, spacing/concrete cover spacers
			7 Ring beam	Quality of concrete Signature:			
			8 Brick work completion	Wall plate height, vertical and horizontal control, bonding/ brick force placement	Wall plate ties & hoop irons	Air bricks placement	

				Signature:	Signature:	Signature:
	9	Roofing timber	Trusses assembly	Purlins/battens placement/bolting/		
			Signature:	Signature:		
	10	Roofing sheets	Roofing sheets fixing	Alignment		
			Signature:	Signature:		
	11	Drainage	Pipes type & quality	Pipe layout and bedding	Septic tank & soak away Sanitary appliances	
			Signature:	Signature:	Signature:	
	12	Final inspection	Plastering/ paintings	Electrical installations		
			Signature:	Signature:	Signature:	
		Certificate of occupation.....			Certificate number	
						Date:

