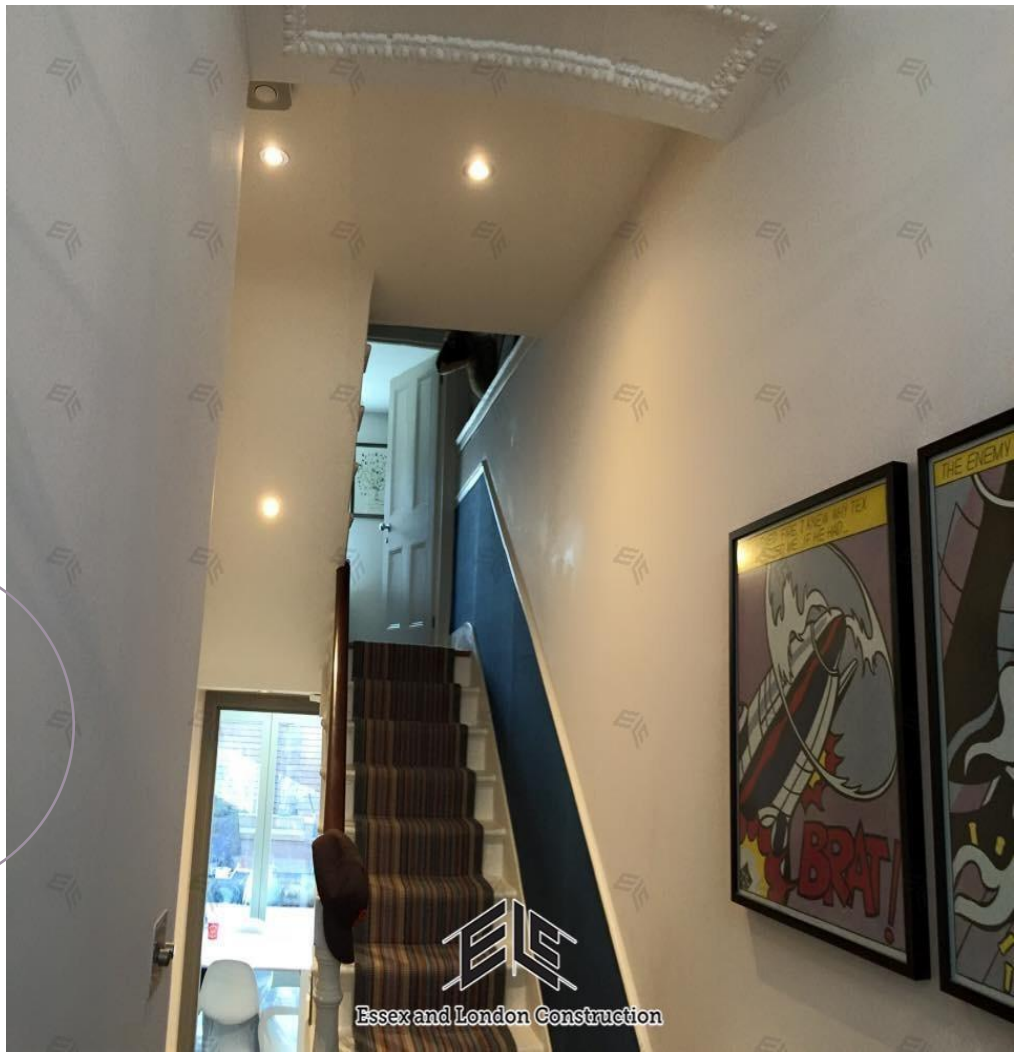
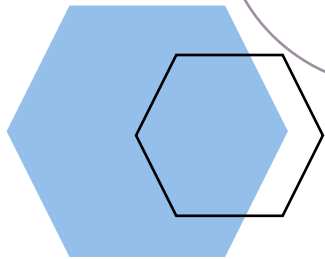


LOFT CONVERSION

DESIGN CHECK LIST



PG. 2

Design Check List.

PG. 3

Design Check List Continued.

PG. 4

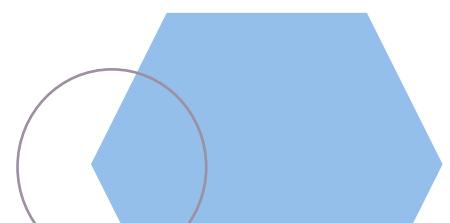
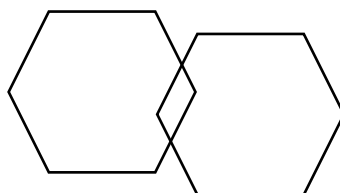
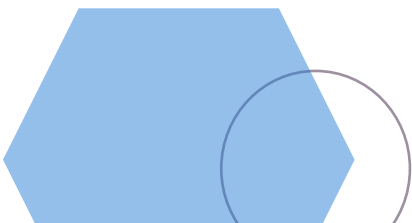
Project Notes

ESSEX AND LONDON CONSTRUCTION

LOFT CONVERSION AND FIT OUT SPECIALISTS

Essex and London Construction Basements, Extensions and Loft Conversions Limited are design and build experts. We can project manage from conception to completion. If you are looking for one of the best construction contractors in your region, we could be the perfect solution.

Our company provide basement and cellar construction services. We also provide commercial and residential home extensions, plus loft development and renovations. Basement works include project planning, excavation, conversion and fit out. We can underpin, waterproof, tank and furnish your basement using our Contractors near to you. Our loft designs frequently feature new dormers, mansards and staircases. Once complete, your new space could be perfect to convert into a bedroom, en-suite, play room, utilities or games room. Alternatively, Customers often consider a bespoke swimming pool, gym, steam room or sauna.

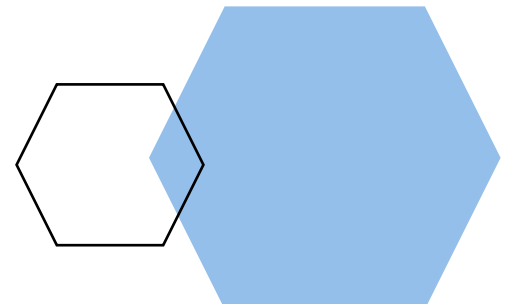
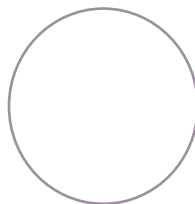
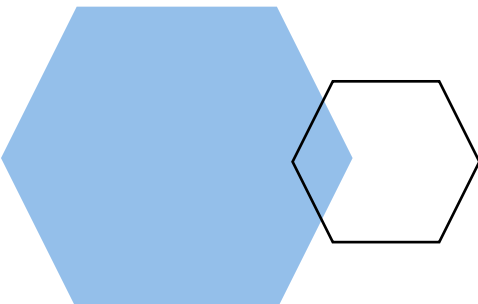


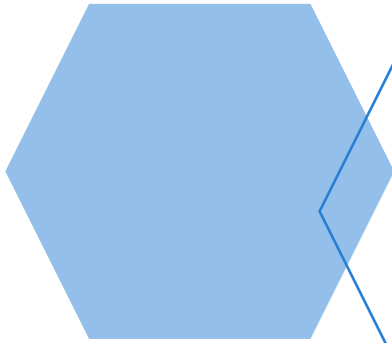
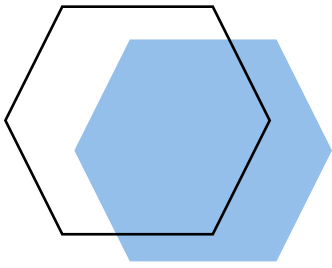


ESSEX AND LONDON CONSTRUCTION

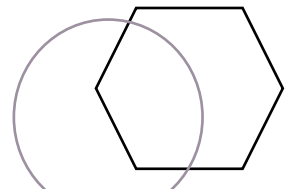
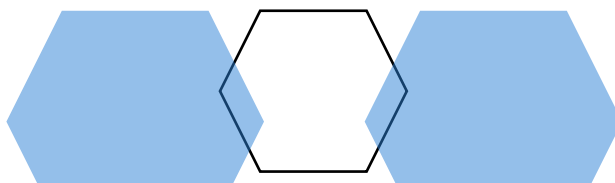
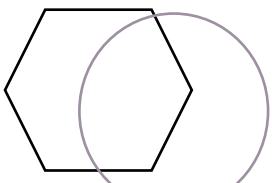
LOFT CONVERSION DESIGN CHECK LIST

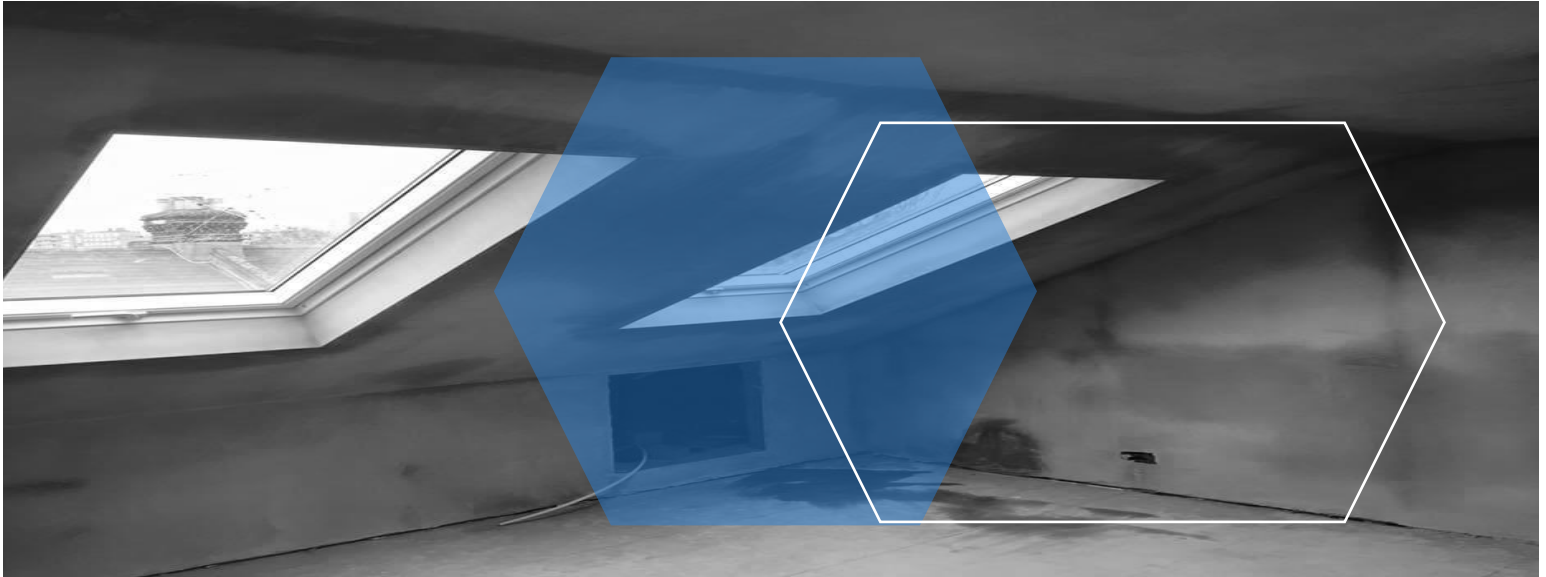
Ref	Inspection Description	Inspected By (Initials)	Complete? (Y/N)
1	Ensure all pre-construction information has been prepared and on site at the loft conversion. This includes the construction phase plan, logistics plan, F10 if relevant and any survey information such as asbestos refurbishment and demolition surveys.		
2	Ensure all staff have a full induction, including the emergency evacuation procedures.		
3	Erect the scaffolding to enable the loft conversion project where required, ensure scaffolding tags are in place and the scaffolding is inspected no more than every 7 days, in line with TG20:13 or approved design guidelines.		
4	Create the opening in the roof and cover overhead to prevent water ingress to the loft renovation.		
5	New structural steel support beams delivered and installed for any structural alterations to the floor, dormer or roof extension.		
6	Fitting of new floor joists, followed by the initial Building Control Inspector audit, to approve the floor construction.		
7	Supply and fit of the new staircase, to ensure suitable access and egress to the new loft conversion as opposed to climbing scaffolding daily.		
8	Building of the new loft conversion dormer or mansard, timber frame, plus installation of brickwork and insulation; followed by the second Building Control Inspector audit, to approve the internal furnishings.		
9	Completion of works on the dormer by the loft conversion roofers, including brickwork, roof tiles, drainage and guttering.		
10	Building of partitioning with-in the loft conversion and completion of nogging. Data sheets retained for the Health and Safety File in relation to cement, timber, insulation and any cladding if used.		
11	Insulation of all walls to meet Building Control Regulation's, with data sheets retained for inclusion in the health and safety file to demonstrate fire conformity on building completion.		





Ref	Inspection Description	Inspected By (Initials)	Complete? (Y/N)
12	Fitting of windows, which if on a domestic property, will be supported by a FENSA certificate and included in the health and safety file and operations and maintenance manuals.		
13	Installation of electrical cabling, new distribution board if required and allocation of sockets for additional power supply to the loft conversion.		
14	Completion of the plaster boarding and plastering to all affected works areas, to include fire proofing as necessary and all data sheets added to the health and safety file.		
15	Fitting and commissioning of general fittings for the loft conversion, such as lights and sockets.		
16	If an en-suite is selected as part of the loft conversion scope of works, to install shower fittings, water pumps and the heating and sanitary fittings with a new water tank if required, followed by a full flushing of the system.		
17	Flooring such as wood laminate or carpets supplied and installed, with any data sheets, warranty, cleaning care and maintenance guidelines added to the health and safety file.		
18	Fitting of doorframes, doors hung and skirting fixed, with handrails and spindles fitted to stairs.		
19	Fire compartmentalisation checked throughout the loft conversion, with any gaps filled with fire boarding and foam and the details added to the health and safety file.		
20	Full internal decoration, including painting and siliconing edges, with COSHH data sheets added to the health and safety file.		
21	Gutters and roof membrane sealed and warranties included in the health and safety file and operations and maintenance manual.		
22	Allocation of commissioning certificates for roof membrane, electrical testing in line with 18th Edition Regulations and NICEIC requirements, plus any other bespoke installations also added to the health and safety file.		
23	Final inspection of the loft conversion by the Building control officer for compliance with Building Regulations, Health and Safety Regulations and and Fire Regulations.		
24	Client practical completion, with any minor snagging works to be completed with-in 14 days.		
25	Submission of the health and safety file and operations and maintenance manuals to the Client with-in 14 days of project completion.		





PROJECT NOTES

PROJECT MANAGER NOTES

