

DraftTakeoff — Quality Inspection & Test Plan (starter)

Maple Street Community Hall

prepared 30 Aug 2026 · sections appear only for divisions this take-off actually measured (11 of them)

H = Hold point — ■■■■■■■■■■■■■■■■■■■■■■ · W = Witness — ■■■■■■■■■■■■■■■■■■■■■■ ■■■■■■■■■■■■■■■■■■■■■■ · S = Surveillance — ■■■■■■■■■■■■■■■■■■■■■■ · R = Record review — ■■■■■■■■■■■

Division 03 — Concrete

3 measured line(s) · sheets A-101, S-101 — e.g. Concrete slab on grade, 5 in, 4000 psi, over 10 mil vapor retarder on

Activity (this project)	Reference	What is verified	Stage	Record
Pre-pour: formwork dimensions, cover blocks, embeds against the drawings	ACI 117 / project drawings	Dimensions, cover, cleanliness, release agent	H	Pre-pour checklist per pour
Pre-pour: reinforcement size, spacing, laps and chairs against the placing drawings	ACI 318 / CRSI placing standard / project S-sheets	Bar size, spacing, lap length, tie-off	H	Rebar inspection sheet per pour
Concrete delivery and placement: batch tickets, slump, temperature, cylinders	ASTM C94, C143, C1064, C31	Ticket vs mix design; slump in range; cylinders cast per frequency in the spec	W	Batch ticket file + field test log
Compressive strength results	ASTM C39	7/28-day results vs specified f'c	R	Lab reports
Curing and protection	ACI 308.1	Method and duration per spec; cold/hot weather measures	S	Curing log

Division 04 — Masonry

2 measured line(s) · sheets A-101, A-201 — e.g. 8 in CMU bearing wall, fully grouted at 48 in o.c. and at all openings

Activity (this project)	Reference	What is verified	Stage	Record
Materials on site: units, mortar type, reinforcement	ASTM C90 (units), C270 (mortar)	Certs vs spec; storage off ground	R	Material certificates
Laying: joint thickness, coursing, reinforcement placement, grout lifts	TMS 402/602 / project drawings	Joints, bond pattern, cell alignment, grout consolidation	S	Daily masonry log
Grout and prism/mortar sampling where specified	ASTM C1019 / C780	Sampling frequency per spec	W	Lab reports

Division 05 — Metals / pre-engineered building

2 measured line(s) · sheets S-201 — e.g. Open web steel joist 24K7, spanning 40'-0"

Activity (this project)	Reference	What is verified	Stage	Record
Anchor bolts: layout, projection and embedment before erection	AISC 303 / erection drawings	Survey of positions vs tolerance before frame arrives	H	Anchor bolt survey
Frame erection: plumb, alignment, bolt tensioning	AISC 303 / RCSC / manufacturer's erection manual	Plumbness, connection snug-tight or pretensioned as specified	W	Erection inspection report
Field welding where drawings call for it	AWS D1.1, welder qualifications	WPS available, welder quals current, visual inspection	W	Weld inspection log

Division 07 — Thermal and moisture protection

4 measured line(s) · sheets A-201, A-301, A-401 — e.g. 60 mil TPO single ply membrane, mechanically fastened

Activity (this project)	Reference	What is verified	Stage	Record
Insulation: type, R-value and coverage before close-in	Project spec / drawing R-value schedule	Labels vs specified R; gaps and compression	H	Close-in inspection photos
Roof panels / membrane: fastening pattern, laps, flashing sequence	Manufacturer's installation instructions (warranty condition)	Fastener spacing, side/end laps, penetration details	W	Roofing inspection report
Water test / flood test where the spec requires it	Project spec section	Duration and areas per spec	W	Test certificate

Division 08 — Openings

8 measured line(s) · sheets A-601 — e.g. Aluminum storefront, pair, 6'-0 x 7'-0, insulated glazing (mark D1)

Activity (this project)	Reference	What is verified	Stage	Record
Frames: plumb, level, anchorage before wall close-in	SDI/ANSI A250 series (hollow metal) / project schedule	Frame set square and braced; anchors per type	S	Frame checklist
Doors and hardware: operation, hardware sets vs schedule	Project door & hardware schedules; NFPA 80 where fire-rated	Every leaf swings, latches, closes; rated assemblies labelled	W	Door punch sheet

Division 09 — Finishes

11 measured line(s) · sheets A-101, A-102, A-602 — e.g. Interior partition, 3-5/8 in metal stud at 16 in o.c., full height

Activity (this project)	Reference	What is verified	Stage	Record
Gypsum board: fastening, joints, level of finish before decoration	ASTM C840 / GA-214 finish levels	Fastener spacing, joint treatment, specified finish level	S	Pre-decoration checklist
Paint: surface prep, product, coats	Project spec / manufacturer's data sheet	Prep done, correct product, coat count (wet-film check where practical)	S	Painting log per area
Ceilings/flooring/tile: substrate acceptance then finished surface	Manufacturer's instructions / project spec	Substrate flatness and moisture where applicable; finished lippage/alignment	S	Area acceptance sheet

Division 22 — Plumbing

5 measured line(s) · sheets P-101 — e.g. Water closet, floor mounted, flush valve (mark WC)

Activity (this project)	Reference	What is verified	Stage	Record
Underground DWV before backfill	Applicable plumbing code test provisions	Water/air test held per code; slope and bedding	H	Test certificate + photos
Above-ground piping pressure tests before close-in	Applicable plumbing code / project spec	Test pressure and duration per spec	H	Test certificates
Fixtures: set, sealed, operating; ADA mounting heights where applicable	Fixture schedule / ADA standards where flagged	Each fixture per schedule row	W	Fixture punch sheet

Division 23 — HVAC

2 measured line(s) · sheets P-101 — e.g. Rooftop unit, 7.5 ton gas/electric, with curb

Activity (this project)	Reference	What is verified	Stage	Record
Ductwork: construction class and sealing before close-in	SMACNA duct construction standards	Gauge/class, sealing, support spacing	S	Duct close-in checklist
Equipment setting: model vs schedule, clearances, condensate	Mechanical schedules / manufacturer's data	Nameplate vs schedule row	W	Equipment start sheet
Testing, adjusting and balancing	AABC or NEBB procedures as specified	Air/water quantities vs design	R	TAB report

Division 26 — Electrical

8 measured line(s) · sheets E-101, G-002 — e.g. 2x4 LED troffer, 40W, 4000K (mark L1)

Activity (this project)	Reference	What is verified	Stage	Record
Rough-in: conduit routing, box locations, conductor sizes	NEC as adopted / project E-sheets	Sizes vs circuit schedule; supports and fill	S	Rough-in checklist
Insulation resistance tests on feeders before energisation	NETA ATS as specified	Megger values recorded per feeder	H	Test sheets
Panel terminations: torque and circuit directory	Manufacturer's torque values / NEC	Torque marks, directory matches as-built circuits	W	Panel completion sheet

Division 32 — Exterior improvements

3 measured line(s) · sheets C-101 — e.g. Asphalt paving on 6 in aggregate base, parking lot

Activity (this project)	Reference	What is verified	Stage	Record
Base course: material, thickness and compaction under paving	Project civil details / compaction spec	Thickness per detail; density results	H	Test reports
Concrete/asphalt paving surface: thickness, slope, finish	Project details / ADA slopes where flagged	Thickness cores or forms check; slopes on accessible routes	W	Paving inspection sheet

Division 33 — Utilities

2 measured line(s) · sheets C-201 — e.g. Water service, 6 in, from main to building

Activity (this project)	Reference	What is verified	Stage	Record
Buried services: bedding, marker tape, cover depth before backfill	Utility details / applicable code	Depth and bedding per detail; as-built dimensions recorded	H	Backfill release + as-built sketch

Measured but with no ITP template in this starter: Div 11 (1 lines) — add your own rows for these before work starts.