

## Work documents

### Planning and checking: Attachment 2

#### While the project is underway

Once the project starts, you should keep any necessary plans, specifications and other technical documents on hand to re-check your work and the materials you're using at various key stages.

Questions you should ask yourself include the following:

**1. Are the set-out marks correct for the work about to be done?**

Once you've marked your set-out lines on the walls and floor, double-check them against the reference drawing before you physically install the products. It's also good to re-check levels, alignments and measurements periodically throughout the installation, just to make sure everything is staying true to the plan.

**2. Do the products to be installed match the description on the written documentation?**

Sometimes a warehouse order person will misread the order form when preparing or loading the products. Mistakes could be very easy to make, such as selecting the wrong colour or finish, or getting two similar orders mixed up.

If you've accidentally taken the wrong products with you, this is your last chance to correct the mistake before it's too late.

**3. Do the installation methods follow the manufacturer's guidelines?**

Most products are backed up by a manufacturer's warranty, which means that if something goes wrong and the product is at fault, the manufacturer will support you. But if it turns out that you haven't followed the manufacturer's instructions – you could find that you're on your own.

Always use the recommended installation techniques unless you've got a very good reason not to.

If you're worried that an adhesive or fastener or particular technique is not compatible with the product you're about to install, check the guidelines before you proceed. If you haven't got a copy of the guidelines with you, ring the manufacturer on the spot and ask to speak to a technical advisor.