

Item	Building Element	Action Required	Responsibility	Check Box
1	Air permeability barrier	Ensure continuity of the air barrier at the junctions of all primary construction elements	Client	
2	Electricity	Ensure mains supply is available at front and rear external doors during test	Client	
3	Service pipes and conduits	Permanently seal all openings created in external walls	Client	
4	Chimnies and flues	Temporarily seal opening to flue and /or fireplace	Client	
5	Fireplace damper	Close, if present	Client	
6	Wall electrical fittings	Permanently seal all openings around electrical sockets, switches, fittings and holes created by electrician	Client	
7	Ceiling light fittings	Permanently seal all openings around light fittings and holes created by electrician	Client	
8	Radiators pipes	Permanently seal around radiator pipes where they penetrate the floor	Client	
9	Windows	Ensure they open and close correctly and that seals are working effectively	Client	
10	External doors	Ensure they open and close correctly and that seals are working effectively	Client	
11	Windows & External Doors	Remove manufacturer's protective packing tape from window frames and doors	Client	
12	External door thresholds	Ensure effective permanent seal	Client	
13	Combustion appliances	Disable and prevent from firing during test	Client	
14	Attic access door(s)	Close, but do not artificially seal	Client	
15	Fluorescent light diffusers	Can be damaged if not removed	Client	
16	Skylight diffusers	Remove or secure	Client	
17	Ceiling fans	Turn off	Client	
18	Drainage traps	Fill traps in WC pans, baths, sinks and wash hand basins with water	Client	
19	Leaded windows	Remove or secure, if present	Client	
20	Delicate objects	Remove from site	Client	
21	Loose floor coverings	Fix securely or remove from site	Client	
22	Dust and debris	Remove all loose debris from dwelling and sweep thoroughly	Client	
23	Keys	Ensure availability for all doors, windows and access areas	Client	
24	Construction activity	Inform relevant trades of potential disruption in advance	Client	
25	Site Foreman	Allow 2 hours per dwelling to assist during test	Client	
26	Window/Velux Trickle vents	Close, but do not artificially seal	Tester	
27	Wall Passive vents	Close, but do not artificially seal	Tester	
28	Mechanical extract vents	Temporarily mask, but do not artificially seal around wall/ceiling surface	Tester	
29	Internal doors	Wedge open	Tester	
30	Skylights/Velux Windows	Close, but do not artificially seal	Tester	
31	Kitchen hob extractor vent	Temporarily mask	Tester	
32	Internal cupboards	Close	Tester	