



'West Lothian Council is committed to providing the people of West Lothian with services which are reliable, courteous and effective'

WARNING

- **Failure to notify the Building Standards Section of some works may result in the work being exposed and/or the Certificate of Completion submission being rejected**
- **The acceptance of a Certificate of Completion is no guarantee of the standard of workmanship.**
- **Daily supervision of on going works is NOT the responsibility of the Building Standards Section and you must seek independent professional advice.**

ALL PROPERTIES

(IF APPROPRIATE TO YOUR SPECIFIC PROJECT):

In order for the Certificate of Completion to be accepted and allow occupation, the Building Standards Section must, if relevant to the project, be notified of the following to allow an inspection to be carried out to ensure reasonable enquiry has been carried out on the work.

If you require the work to be inspected please allow adequate time as noted below: -

1. Start of work. Notification, within 7 days of commencement, is by standard form. This form was enclosed with the building warrant or it can be downloaded from our website at http://www.westlothian.gov.uk/1210/161/BuildingStandards/bs_forms_and_guidance
2. When any drain (foul and/or rainwater drainage pipes) have been laid and are ready for inspection (and possible air testing), before the drainage track is backfilled. (Appointments made by telephone giving 2 working days notice - 01506 775222).
3. When a new connection is made to an existing underground drainage system for new foul and/or rainwater systems and the track is ready for backfilling. (Appointments made by telephone giving 2 working days notice - 01506 775222). This does not apply to Scottish Water sewage connections.
4. When the drainage track (foul and/or rainwater drainage pipes) has been backfilled and is ready for the second inspection (and possible air testing). This will include an inspection of completed manholes/inspection chambers. (Appointments made by telephone giving 2 working days notice - 01506 775222).
5. When the foul waste plumbing pipes are completed and ready for an inspection (and possible air testing). (Appointments made by telephone giving 2 working days notice - 01506 775222).
6. When the work is completed. Notify us using the completion certificate submission; you would have received with the building warrant. This form can also be downloaded from http://www.westlothian.gov.uk/1210/161/BuildingStandards/bs_forms_and_guidance



TESTS & INSPECTIONS
Information Note 03 CONTINUED

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IN ADDITION TO THE TESTS & INSPECTIONS LISTED ABOVE THE FOLLOWING MAY ALSO BE REQUIRED IF APPROPRIATE TO YOUR SPECIFIC PROJECT.

7. Sound testing to determine resistance to airborne and impact sound. (This is required when an unusual form of sound separation is being adopted or standards of workmanship have not been fully monitored during construction). Advice must be taken from the Building Standards Surveyor to ascertain inspection and testing requirements
8. Inspect **electrical installation**; except when certifier of construction is used and certificate of construction is issued on completion on installation.
9. Demonstrate **temperature release valve** on an unvented hot water storage cylinder.
10. Inspect **below floors** (including solum voids and computer type floors).
11. Inspect **roof spaces, ceiling voids and service risers**.
12. Inspect of **boilers, stoves, flues and chimneys**.
13. Inspect of **structural elements (floors, walls and roof)**.
14. Inspect fire rated walls / floors, such as **compartment walls / floors, separating walls / floors and stair enclosures**
15. Demonstrate **emergency lighting test**. Activation on sub-circuit failure / lighting control circuit failure.
16. Demonstrate **automatic opening of smoke ventilators** (including power failure).
17. Inspect fire **escapes routes** and operation of **exit doors**.
18. Demonstrate **sprinkler pumps** working (including interconnection with fire alarm).
19. Demonstrate **fire detection and alarm system** (this may include shutting down of ventilation fans, music systems, and the deactivation of hold open device for doors and / or deactivation of electronic locking devices on fire exits routes).
20. Demonstrate **electronic access control locks** on fire exit doors (deactivation on power failure / fire alarm activation / green box)
21. Demonstrate opening of **sliding doors** on power failure, activation of fire alarm and failure of the door opening-sensing device.
22. Inspect **fire protection** (fire walls / floors / cavity barriers, collars / dampers / fire seals to services passing through firewalls / floors / cavity barriers).
23. Inspection of unusual design or method of construction.
24. Advice must be taken from the Building Standards Surveyor to ascertain the number and type of inspections and testing requirements