CITY OF TEA TREE GULLY
Naturally Better

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ABN 69 488 562 969

SUPERVISOR'S CHECKLIST

For the handling, installation or inspection of roof framing

DEVELOPMENT APPLICATION NUMBER

070/ /

SITE ADDRESS

Council: **City of Tea Tree Gully**

PRIVATE CERTIFIER (IF APPLICABLE)

Name _____

Phone _____

Fax _____

PERSON COMPLETING CHECKLIST

Name _____

Phone _____

Fax _____

Email _____

Qualification _____

Registered building work supervisor in accordance with Regulation 74 - licence number _____

Training certificate number _____

PART 1 – PROCESS AND COMMUNICATION

- ☐ Timber trusses/roof framing were transported, stored, lifted and handled on the site in a proper manner and an area was provided on the site for their satisfactory storage – as set out in Appendix E of AS 4440 and/or Appendix H of AS 1684.2.
- ☐ All trusses appropriately marked by the fabricator so the fabricator can be identified and the particular truss can be located as per the approved layout plan.
- ☐ Unless the roof framing has been designed otherwise, a label is provided on a truss or roof framing immediately adjacent to the roof access hole, stating that the roof framing has not been designed for additional loads such as attached carports/ verandahs, a water heater, air conditioning or household storage; and that truss members must not be cut to fit building services. If the roof framing has been designed for additional loads, the trusses or roof framing that are to support any additional load must be clearly identified.
- ☐ At least one business day's notice of completion of all roof framing forming part of the building work (including top and bottom chord restraints, bracing and tie-downs) provided to the council. The completed roof framing must not be concealed until after the expiration of two clear business days after the notification.
- ☐ This handling/installation/inspection checklist completed by a registered building work supervisor in accordance with Regulation 74, who has inspected the work, and provided to the council within one business day after notice of completion of all roof framing.

Signature _____ Dated _____

Name (please print) _____

PART 2 – TIMBER ROOF TRUSS ERECTION, FIXING AND BRACING

For a timber truss roof, check the following items for compliance with the approved documents.

Item	Sitework: truss erection and bracing	Tick	AS 4440-2004 reference	Defects or comments
1	Hip end framing: loose timber or jack trusses		1.2(f)5, Fig 5.1	
2	Location of special loads: solar heating, air con, HWS, other		1.6	
3	Bottom chord clear of non-load bearing walls		2.2.2	
4	Internal support/tie-down		2.2.1 & 3.7	
5	Fixing to tops of bracing walls – slotted brackets		Fig 2.2	
6	Fixing to non-load bearing walls – slotted brackets		Fig 2.3	
7	Truss locations/orientation: spacing, span		3.1	
8	Truss bow (L/200 max)		Fig 3.2	
9	Truss plumb (H/50 max)		Fig 3.3	
10	Supplementary timber: ceiling trim		3.5 & 3.6	
11	Truss tie-down requirements – as per approval		3.7	
12	Fixing of multi-ply truss		3.8	
13	Top chord bracing: layout and fixing – steel-brace		4.1	
14	Steel-brace splice		Fig 4.20	
15	Steel-brace end-fixing at apex		Fig 4.21	
16	Steel-brace end-fixing at heel-to-top plate		Figs 4.22 & 4.23	
17	Steel-brace at heel-to-girder truss		Fig 4.24	
18	Steel-brace at cantilevers		Fig 4.25	
19	Top chord restraint (spacing and fixing)		Fig 4.1	
20	Immediate top chord ties (valley truss)		Fig 4.2	
21	Fixing of valley trusses		Fig 5.6	
22	Bottom chord restraint. Spacing and size of restraint		4.4	
23	Web tie/web brace		4.5	
24	Bottom chord restraint bracing		Fig 4.28	
25	Truss-to-truss connections appropriate for wind speed: hip ends, girder trusses, valley trusses, non load-bearing walls		Section 5	
26	Girder truss position and girder boots		5.3	
27	Girder truss restraint			
28	Overhangs: **Eaves detail** (supported, not supported) structural or non-structural fascia **Verge detail** (gable end truss supported on end wall or free spanning) **Verandahs and pergolas** must not be attached to the ends of truss overhangs without specific design		Section 6	
29	Waling plate fixing		Fig 5.5	
30	Truss connection to timber/steel beams			
31	Gable end framing		6.2	
32	Truss modification/defects		3.9	
33	Truss size suitability: corrosive environments		3.10	
34	Advice on cornice fixing to Appendix B		B3	
35	Bearing width to Appendix B		B4	
36	Steel roof battens, where used, must be legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating			

Signature _____ Dated _____

Name (please print) _____

PART 3 – CONVENTIONAL TIMBER ROOF FRAME ERECTION, FIXING AND BRACING

For conventionally framed roof, check the following items for compliance with the approved documents.

Item	Sitework: truss erection and bracing	Tick	AS 4440-2004 reference	Defects or comments
1	Roof constructed in accordance with approved layout			
2	Bracing		Section 8	
3	Coupled roof connections – ceiling joists to rafters, collar ties to rafters		7.1.2.2	
4	Tie-downs		Section 9	
5	Transfer of wall frame bracing		8.3.6.9	
6	Point loads – including beams, struts, are adequately supported			
7	Location of special loads: solar heating, air con, HWS, other			
8	Steel roof battens, where used, must be legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating			
9	Where an additional structure is attached to any part of the roof framing of an existing building – the existing structure is adequate to support the additional loads			

Signature _____ Dated _____

Name (please print) _____

PART 4 – STEEL ROOF TRUSS ERECTION, FIXING AND BRACING

For a steel-framed roof, check the following items for compliance with the approved documents.

Item	Sitework: truss erection and bracing	Tick	Defects or comments
1	Steel is legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating		
2	Hip end framing: jack trusses or hip trusses		
3	Location of special loads: solar heating, air con, HWS, other		
4	Bottom chord clear of non-load bearing walls		
5	Internal support/tie-down		
6	Fixing to non-load bearing walls – slotted brackets		
7	Truss locations/orientation: spacing, span, station		
8	Truss, rafters, ceiling joists overall straightness (L/500 max)		
9	Truss plumb (H/100 or 20mm max) unless trusses designed to be installed out of plumb		
10	Truss tie-down requirements – as per approval		
11	Fixing of double truss		
12	Top chord bracing: layout and fixing – steelbrace		
13	Top chord restraint: (spacing of purlin/tile batten)		
14	Bottom chord restraint: spacing and size of restraint		
15	Web tie/web brace		
16	Truss-to-truss connections		
17	Girder truss position and girder boots		
18	Girder truss restraint		
19	Waling plate fixing		
20	Truss connection to timber/steel beams		
21	Gable end framing		
22	Truss modifications/defects		
23	Truss site suitability: corrosive environments		
24	Where an additional structure is attached to any part of the roof framing of an existing building – the existing structure is adequate to support the additional loads		

Signature _____ Dated _____

Name (please print) _____

PART 5 – CONVENTIONAL STEEL ROOF FRAME ERECTION, FIXING AND BRACING

For a conventionally framed roof, check the following items for compliance with the approved documents.

Item	Sitework: truss erection and bracing	Tick	Defects or comments
1	Steel is legibly and durably marked with the reference AS 1397, the base steel thickness, and the designation of the steel base and coating		
2	Roof constructed in accordance with approved layout		
3	Bracing		
4	Coupled roof connections – ceiling joists to rafters, collar ties to rafters		
5	Tie-downs		
6	Transfer of wall frame bracing		
7	Point loads – including beams, struts, are adequately supported		
8	Location of special loads: solar heating, air con, HWS, other		
9	Where an additional structure is attached to any part of the roof framing of an existing building – the existing structure is adequate to support the additional loads		

Signature _____ Dated _____

Name (please print) _____