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Seal Penetration Sleeves Through Walls/Slabs – Fire & Water

Seal penetration sleeves through walls/slabs with our interactive checklist—commentable and ready to export as PDF/Excel.
Ensure compliant firestopping, waterproofing collars, and complete records.

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| Project: |
| Date: |
| Filled by: |
| |

Pre-Installation Verification

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| 1 | Confirm sleeve location, size, and ratings align with approved drawings. |
| 2 | Measure opening and sleeve OD/ID with calibrated tape/calipers; record annular gap within manufacturer system range; attach photos with scale. |
| 3 | Verify clear cover and spacing from edges/embedded items per approved project specifications; log measured distances and inspector initials. |
| 4 | Inspect substrate condition (clean, dry, sound); remove laitance/oil using wire brush and solvent wipe; photo evidence before/after. |

Sleeve and Opening Preparation

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| 5 | Deburr and clean sleeve ends with file and emery cloth; acceptance: smooth edges, no burrs; macro photo close-up. |
| 6 | Install centering spacers to maintain uniform annular gap; verify uniformity within ± 3 mm using feeler gauges; record readings. |
| 7 | Set sleeve projection per detail; tolerance ± 3 mm from specified projection; side-on photo with ruler for confirmation. |
| 8 | Fit temporary end caps to prevent debris ingress; cable-tie secure; acceptance: no visible gaps; photo after capping. |

Firestop and Collar Installation

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| 9 | Confirm approved firestop system compatibility (substrate, sleeve material, blank/future service); attach submittal reference and manufacturer data sheet. |
| 10 | Install mineral wool backing to specified depth using depth gauge; compress to 25% $\pm 5\%$; photo of gauge and placement. |
| 11 | Apply firestop sealant with caulking gun; continuous bead, fill depth/width per system; verify with wet-film gauge; photo finish. |
| 12 | Install fire collar/cast-in device as detailed; fix with stainless anchors; torque to manufacturer range; photo torque wrench reading and label. |
| 13 | Affix permanent label showing system reference, fire rating, installer, and date; close-up photo of label in situ. |

| Waterproofing Seals and Testing | |
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| 14 | Install waterproofing collar or link-seal around sleeve; tighten evenly to manufacturer torque; acceptance: uniform compression; photo of all bolts. |
| 15 | Tie in external/internal membrane to sleeve with primer and roller; overlap ≥ 100 mm; no fishmouths; photo of seams and overlaps. |
| 16 | Perform localized water spray test for 5 minutes at 0.2–0.3 MPa; acceptance: no leaks or dampness after 30 minutes; video/photo evidence. |
| 17 | Seal any detected weeps; re-test until dry outcome achieved; attach before/after photos and retest log. |

| Identification and Documentation | |
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| 18 | Record product names, batch/lot numbers, and expiry dates from labels; upload clear photos of each label. |
| 19 | Capture as-built photos: pre-seal, backing, sealant application, collar fixings, membrane tie-in, and final label; timestamp enabled. |
| 20 | Update penetration register with grid/coordinates, wall/slab thickness, sleeve size, fire rating, and waterproofing type; attach test results. |
| 21 | Upload manufacturer installation instructions and approvals; link to installed system reference on the label; reviewer initials recorded. |

| Handover and Records Control | |
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| 22 | Obtain digital sign-offs from installer, supervisor, and QA/QC inspector; capture signatures in the platform with date/time. |
| 23 | Distribute PDF/Excel report with QR-secured link to source records; confirm recipients and archive location. |
| 24 | Set maintenance inspection interval (e.g., 12 months) and assign responsible party; calendar reminder created and acknowledged. |

Comments:

Filled by:

Signature:

| Introduction | How to use this checklist |
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| <p>Seal penetration sleeves through walls/slabs is a focused field checklist for sizing openings, installing approved firestopping, integrating waterproofing collars, and completing records while intentionally excluding any MEP connection activities. It addresses penetration sealing across concrete walls and floor slabs, ensuring compliant annular space control, durable fire collars, and watertight interfaces with membranes or link-type seals. By standardizing verification of sleeve materials, edge distances, and surface preparation, the checklist helps prevent common failures such as inadequate fire resistance, water ingress, or incompatible products. You'll capture measurements, product batch numbers, photos of before/during/after stages, and sign-offs aligned with approved project specifications and authority requirements. The outcome is a traceable, code-ready penetration that maintains structural integrity, fire separation, and waterproofing performance for the life of the asset. Use this interactive checklist on any device: tick items, add comments for deviations, and export evidence-rich reports to PDF/Excel with a secure QR link for quick site authentication.</p> | <p>1. Preparation: Gather drawings, approved specifications, and manufacturer system data. Bring calibrated tape, calipers, feeler gauges, depth probe, wet-film gauge, torque wrench, cleaning tools, PPE, and labeling materials. Ensure safe access to both sides of the wall/slab. 2. Using the Interactive Checklist: Start a new record, enable tick/comment mode, and geotag the penetration. Attach photos as you progress and log measurements directly in the relevant fields. 3. Field Execution: Follow item order, capturing method, readings, and evidence at each step. Reference manufacturer instructions from the attachment tab to confirm depths, torques, and overlaps. 4. Export and Share: Generate a PDF/Excel report with embedded photos, measurements, and comments. Include the QR-secured link so recipients can verify authenticity on site. 5. Sign-Off: Obtain digital signatures from installer, supervisor, and QA/QC. Distribute the finalized pack, archive it in the project register, and set reminders for the first maintenance check.</p> |