Exposed Ductwork Alignment Checklist Before Ceiling Closure

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Project	Location	Status

Date	Completed by

Inspection Area

No.	Done	Check / Requirement	Result	Notes / Evidence
1	☐	Record the room, zone, or grid references defining the ductwork area being inspected.		

Drawing Basis

No.	Done	Check / Requirement	Result	Notes / Evidence
2	☐	Confirm and record the latest approved coordinated drawing revisions applicable to the inspection area.		

Acceptance Criteria

No.	Done	Check / Requirement	Result	Notes / Evidence
3	☐	Identify applicable project requirements for alignment tolerances, elevations, slope, offsets, and clearances. Record missing or conflicting criteria for clarification by the responsible project representative; do not mark affected checks as passed until resolved.		

Elevation Reference

No.	Done	Check / Requirement	Result	Notes / Evidence
4	☐	Record the site datum or benchmark used for elevation measurements and the approved finished ceiling elevation for the inspection area.		

Duct Route

No.	Done	Check / Requirement	Result	Notes / Evidence
5	☐	Compare the installed duct route, including branch locations, with the approved coordinated layout.		

Duct Elevations

No.	Done	Check / Requirement	Result	Notes / Evidence
6	☐	Measure and record duct elevations at branch connections, changes in direction, and representative points along straight runs. Compare measurements using the same reference surface, such as duct underside or centerline, as the approved elevations.		

Straight-Run Alignment

No.	Done	Check / Requirement	Result	Notes / Evidence
7	☐	Check straight duct runs for lateral deviation using a laser or string line, and compare deviations with the applicable project tolerances.		

Level or Specified Slope

No.	Done	Check / Requirement	Result	Notes / Evidence
8	☐	Use a level or laser to check duct runs against the required level or specified slope and applicable project tolerances.		

Sagging

No.	Done	Check / Requirement	Result	Notes / Evidence
9	☐	Check duct spans between supports for sagging that causes departure from the required elevation or slope.		

Twisting

No.	Done	Check / Requirement	Result	Notes / Evidence
10	☐	Check duct sections for unintended rotation or twisting relative to the approved orientation.		

Offsets

No.	Done	Check / Requirement	Result	Notes / Evidence
11	☐	Compare the locations and dimensions of installed offsets with the approved coordinated details.		

Connection Alignment

No.	Done	Check / Requirement	Result	Notes / Evidence
12	☐	Check duct connections for visible misalignment or distortion indicating forced fit-up.		

Adjacent-Service Clearances

No.	Done	Check / Requirement	Result	Notes / Evidence
13	☐	Measure separation from adjacent pipes, conduits, cable trays, and other ducts against documented project clearance requirements. Account for specified insulation and finishes on both the ductwork and adjacent services.		

Ceiling Coordination

No.	Done	Check / Requirement	Result	Notes / Evidence
14	☐	Verify that the ductwork envelope, including specified insulation and finishes, clears ceiling framing and recessed fixtures as shown in the approved coordination details.		

Maintenance Access

No.	Done	Check / Requirement	Result	Notes / Evidence
15	☐	Verify that duct positioning preserves the access and operating space required for access doors, dampers, actuators, and serviceable equipment by approved details and applicable manufacturer instructions.		

Penetration Alignment

No.	Done	Check / Requirement	Result	Notes / Evidence
16	☐	Compare duct position and orientation at wall and floor penetrations with the approved penetration details.		

Discrepancy Record

No.	Done	Check / Requirement	Result	Notes / Evidence
17	☐	Record each alignment or clearance discrepancy with its location, measured condition, and applicable drawing or requirement reference.		

Reinspection

No.	Done	Check / Requirement	Result	Notes / Evidence
18	☐	Reinspect corrected discrepancies and record the measured results against the applicable acceptance criteria.		

Ceiling Closure Status

No.	Done	Check / Requirement	Result	Notes / Evidence
19	☐	Confirm that no alignment or clearance discrepancies or acceptance-criteria queries remain unresolved before recording the affected area as ready for ceiling closure.		

Comments / Follow-up

Checklist guidance

Before ceilings conceal ductwork, alignment checks provide an opportunity to identify routing deviations, elevation errors, and clashes with adjacent services. This checklist supports a documented comparison between the installation and approved project requirements, followed by correction and reinspection where needed.

1. Prepare the inspection using the approved checklist, applicable coordinated drawings, and project acceptance criteria.

2. Work through the checklist in the defined inspection area, recording measurements against the stated references rather than relying only on visual impressions.

3. Use the discrepancy record to connect findings to their locations and applicable requirements, and refer unclear criteria to the responsible project representative.

4. Use recorded reinspection results and the resolution of outstanding queries to support the affected area's ceiling closure status.

Tick the box when complete. Record Not done or N/A in Result and note any follow-up.