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Inspect façade delivery, unloading, and storage on site

Inspect façade delivery, unloading, and storage conditions on site with an interactive checklist that is commentable and can export as PDF/Excel. Ensure safe handling and traceability.

Project:
Date:
Filled by:

Pre-Delivery Documentation

1	Verify delivery schedule, waybill, and packing list match approved submittals; record PO/reference numbers and timestamps; capture photos/scans; acceptance: no discrepancies.
2	Confirm packaging integrity and transport restraints before offloading; inspect tilt/shock indicators; acceptance: seals intact, indicators not triggered; evidence: close-up photos.
3	Check unloading zone readiness: level within ± 10 mm over 3 m and bearing capacity confirmed suitable for equipment; evidence: spirit level reading and engineer note.
4	Review lifting plan, rigging certificates, and operator licenses; acceptance: in-date, capacity fits heaviest unit; evidence: copies/photos of certificates.

Delivery Arrival Inspection

5	Inspect crates/pallets for impact, punctures, and water staining; tool: camera, moisture paper; acceptance: no cracks > 2 mm, no wet cores; evidence: photos.
6	Open a 10% sample of packages (min 1) to check edges/seals; tools: flashlight, 1 m straightedge; acceptance: edge chips < 1 mm, seals continuous; evidence: photos.
7	Verify counts and lot/heat numbers with barcode/RFID scanner; acceptance: quantities match packing list (± 0); evidence: scanned log export.
8	Measure surface vs ambient temperature to prevent thermal shock; tool: IR thermometer; acceptance: $\Delta T < 15$ °C before moving indoors; evidence: readings.

Unloading Equipment & Rigging

9	Confirm crane/forklift SWL ≥ 1.25 x heaviest unit; evidence: rating plate photo and package mass from documents.
10	Check fork length and protection; acceptance: forks $\geq 60\%$ pallet length, padded/spreader used; evidence: photo before lift.
11	Inspect slings/spreaders; acceptance: ID tags legible, no cuts/abrasion, sling angle $\geq 60^\circ$ using spreader; evidence: tag close-ups.
12	Fit edge/corner protectors at every contact; acceptance: no sling-to-panel direct contact; evidence: photos at lift points.

Unloading Execution & Handling	
13	Set an exclusion zone $\geq 1.5 \times$ load height; use cones/tape; post spotter; evidence: site photo and sign-in sheet.
14	Use two tag lines to control sway; acceptance: no ground/structure contact; evidence: video/photo; record wind speed.
15	Lower smoothly; acceptance: descent ≤ 0.3 m/s, no sudden stops; record operator, time, and observer sign-off.
16	Land on level dunnage ($\geq 100 \times 100$ mm) at marked lift points; acceptance: platform level within ± 3 mm; evidence: spirit level photo.

Storage Environment & Protection	
17	Rack or palletize on rigid, flat supports; stack height ≤ 2.0 m (or per manufacturer); maintain 0.8 m aisles; evidence: measured photo.
18	Cover with ventilated, UV-resistant tarpaulins; maintain ≥ 50 mm air gap; acceptance: no condensation; evidence: close-ups of spacers.
19	Monitor temperature/RH with data logger; acceptance: 5–35 °C and 40–65% RH unless specified; evidence: exported logs.
20	Keep materials ≥ 100 mm off slab, away from runoff; ≥ 1.0 m from edges; evidence: tape-measured photos.

Traceability & Security	
21	Label each package facing aisles with ID, lot, date/time, inspector initials; evidence: label photos.
22	Quarantine damaged/nonconforming items in a cordoned area; tag red; raise NCR; evidence: NCR number and photos.
23	Record driver ID, truck plate, arrival/departure times; evidence: signed delivery note and photo of plate.
24	Inspect covers/straps daily; acceptance: no pooling, straps retensioned to firm hand pull (≈ 200 – 300 N); evidence: daily log and photos.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect façade delivery, unloading, and storage conditions on site to protect high-value façade components and maintain traceability. This checklist targets facade logistics inspection, material receipt inspection, and offloading control for curtain wall panels, cladding cassettes, glazing units, subframes, and hardware. It focuses strictly on delivery verification, safe unloading methods (crane/forklift), and storage environmental controls—excluding installation, testing, and commissioning. By capturing waybills, lot numbers, and condition photos, teams avoid hidden damage, moisture ingress, mixups, and handling injuries. Acceptance cues cover crate integrity, rigging suitability, ground stability, weather readiness, and storage temperature/relative humidity. The outcome is predictable handling, reduced rework, preserved warranties, and clear readiness for subsequent façade assembly per approved project specifications and authority requirements. Use this interactive checklist on mobile: tick off steps as events occur, attach photos and instrument readings, add comments for snags, and export your record to PDF/Excel with a secure QR code for verification and sharing.</p>	<ol style="list-style-type: none"> 1. Preparation: assemble PPE, barcode/RFID scanner, IR thermometer, hygrometer/data logger, moisture paper, spirit level, camera, rigging certificates, rated dunnage, edge protectors, cones/tape, and the approved submittals. 2. Open the interactive checklist on mobile or tablet, input project/package IDs, and generate a QR code for the lot to link all photos, readings, and notes. 3. During delivery/unloading, tick items in sequence, attach photo/video evidence and instrument readings, and add comment threads for snags or NCR references in real time. 4. After storage placement, review outstanding actions, assign owners with due dates, and export the record as PDF/Excel for client and supplier confirmation. 5. Sign-Off: capture digital signatures from the inspector, contractor, and supplier representative; archive the record with QR authentication for audits.