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Façade Mock-Up Review Checklist: Specs and Acceptance Criteria

Façade Mock-Up Review Checklist for spec-defined acceptance. Interactive checklist, fully commentable, and export as PDF/Excel with QR authentication for clear, traceable approvals.

Project:	
Date:	
Filled by:	

Specification and Administration	
1	Confirm mock-up type, scale, and location match the project specifications and approved drawings; method: review current revision set; acceptance: section numbers and drawing references recorded; evidence: marked-up spec/drawing screenshots with reviewer initials and date.
2	Verify scope includes all façade systems and transitions listed in the specifications; method: create a system/interface matrix; acceptance: 100% of listed items mapped to the mock-up; evidence: completed matrix uploaded with spec section cross-references.
3	Extract and record explicit acceptance criteria for visual quality, dimensions, and performance; method: spec review; acceptance: values transcribed with revision/date control; evidence: annotated spec pages attached, reviewer signature captured.
4	Confirm witnessing, approvals, and inspection hold-points are defined; method: review ITP; acceptance: hold-points inserted at build completion and before tests; evidence: approved ITP uploaded with signatory list per project procedures.

Materials and Components	
5	Verify materials, finishes, coatings, and colours match approved submittals; method: compare labels and colorimeter spot checks; acceptance: submittal IDs and lot numbers recorded; evidence: photos of labels/readings and submittal references.
6	Confirm glass type, thickness, coating, and make-up per specifications; method: glass gauge and label verification; acceptance: recorded values match approved submittals; evidence: close-up photos of glass stamps/labels and gauge readings.
7	Check sealant type, primer, and backer materials against specification; method: review TDS/SDS and batch labels; acceptance: movement capability and compatibility documented; evidence: batch numbers, expiry dates, and TDS attached.
8	Confirm thermal breaks and insulation type, density, and thickness match requirements; method: caliper/tape measurement; acceptance: measured thickness within specified values; evidence: measurements logged with location photos.

Geometry and Interfaces	
9	Verify mock-up overall height, width, and module spacing vs drawings; method: laser distance meter; acceptance: dimensions within specified tolerances recorded from the spec; evidence: measurement log and elevation photos.
10	Check frames for plumb, level, and flatness across bays; method: digital level and 2 m straightedge; acceptance: readings within stated tolerances from specifications; evidence: instrument readings with timestamped photos.
11	Confirm required interface details (slab edge, columns, roof/parapet, openings) are built; method: interface-by-interface walkdown; acceptance: all listed interfaces present; evidence: annotated interface photos referencing drawing details.
12	Verify joint widths and movement provisions at transoms/mullions and perimeter; method: feeler gauge/tape; acceptance: joint sizes recorded and within specification; evidence: measurements logged with joint location photos.

Performance Testing	
13	Record specified air leakage and water penetration test pressures, durations, and pass/fail criteria; method: extract values from the spec; acceptance: all fields completed and approved; evidence: uploaded test plan referencing specification sections.
14	Confirm structural load and deflection limits for framing/anchors are defined; method: spec review; acceptance: limits recorded (service/ultimate) with measurement method; evidence: ITP updated and approved by stakeholders.
15	Note thermal performance targets (e.g., U-value, linear transmittance) and condensation control expectations; method: review specifications and energy documentation; acceptance: targets recorded with calculation references; evidence: design calculations attached.
16	Where applicable, record fire and acoustic acceptance criteria and witnessing requirements; method: spec review per approved project specifications and authority requirements; acceptance: referenced criteria and approvals captured; evidence: approvals/permits attached.

Workmanship and Installation	
17	Verify fastener type, spacing, and corrosion protection for representative locations; method: review submittal and torque-check sample fixings; acceptance: matches specification and torque log within approved range; evidence: torque records and photos.
18	Inspect weatherproofing continuity at membranes, flashings, and end dams; method: visual inspection, borescope, and dye tracer where permitted; acceptance: continuous, sealed, and properly lapped; evidence: photo set with annotations.
19	Confirm drainage/vent paths and weep holes are unobstructed; method: low-volume water bottle flow check; acceptance: visible discharge at intended outlets; evidence: short video or photos with location tags.
20	Check glazing bite and edge clearances per drawings; method: feeler gauges/tape; acceptance: measured values recorded and within specification; evidence: measurement log with pane IDs and photos.

Documentation and Approvals	
21	Cross-check component tags with approved submittal IDs; method: tag-by-tag verification; acceptance: 100% match recorded; evidence: close-up photos and cross-reference table uploaded.
22	Capture high-resolution photos of elevations, interfaces, and any defects; method: calibrated camera; acceptance: minimum one clear photo per checklist item; evidence: organized photo set with filenames tied to item IDs.
23	Log nonconformances/snags with precise locations and corrective actions; method: punch list app with gridline references; acceptance: each entry has owner and due date; evidence: exported NCR/snags register.
24	Obtain formal mock-up review sign-offs; method: digital signatures from contractor, designer, and client; acceptance: all signatures captured; evidence: signed PDF exported with QR code authentication.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Façade Mock-Up Review Checklist helps teams verify that the façade performance mock-up and its acceptance criteria are clearly defined in the project specifications. This tool supports façade mockup acceptance criteria reviews across cladding types, curtain wall, and glazing systems, ensuring the visual, dimensional, and performance expectations are unambiguous before testing or client witnessing. The scope focuses on specification-driven verification of mock-up content, interfaces, workmanship requirements, and measurable targets for air and water tightness, structural behavior, thermal continuity, fire barriers, and acoustics, as applicable. By consolidating references, tolerances, and pass/fail metrics, the checklist reduces rework, avoids incomplete mock-ups, and prevents costly retesting. It aligns contractors, designers, and QA/QC managers on exactly what must be built, demonstrated, and documented, per approved project specifications and authority requirements. Use this interactive checklist to tick items, add comments, attach evidence, and export decisions to PDF/Excel with a secure QR code for traceable stakeholder sign-off.	1. Preparation: gather current specifications, approved drawings, submittals, ITP, and testing plans. Prepare tools: laser measurer, digital level, 2 m straightedge, calipers, camera, torque wrench, colorimeter, and PPE. Align the team on roles, witnessing expectations, and schedule. 2. Set up the project: open the interactive checklist, input project details, upload spec excerpts, and assign reviewers to item groups (materials, geometry, performance, documentation). Enable photo capture and measurement logs. 3. Using the Interactive Checklist: visit the mock-up or conduct a desk review; tick items as you verify requirements, add comments for variances, attach photos, instrument readings, and submittal references, and tag corrective actions with owners and due dates. 4. Coordinate testing and witnessing: align the planned test methods, pressures, and durations with the recorded specification criteria. Confirm hold-points in the ITP and invite required observers before demonstrations. 5. Export and share: generate an export as PDF/Excel including photos, comments, and logs. Distribute to stakeholders using the QR code for authentication and quick access to the source record. 6. Sign-Off: when all items meet acceptance criteria and evidence is complete, capture digital signatures from contractor, designer, and client. Archive the signed pack per project records management requirements.