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Inspect façade shop drawings and interface coordination before release

Inspect façade shop drawings and interface coordination before release with an interactive checklist that's commentable and can export as PDF/Excel for approvals and full QA traceability.

Project:

Date:

Filled by:

Submittal & Compliance	
1	Confirm submittal package completeness against the approved submittal log using the document control platform; include drawings, schedules, calcs, samples, and method notes. Acceptance: 100% required items present. Evidence: upload submittal register snapshot and version numbers.
2	Verify title blocks show correct project ID, building/zone, issue purpose, scale, and date using a title-block audit. Acceptance: conforms to naming convention with zero omissions. Evidence: annotated screenshot of a representative sheet.
3	Check revision clouds, delta tags, and revision index align using PDF compare/overlay. Acceptance: zero untagged or unexplained changes. Evidence: comparison overlay with discrepancies resolved or noted.
4	Include a compliance note referencing performance “per approved project specifications and authority requirements.” Acceptance: statement present and unambiguous. Evidence: highlighted note on GA and details.

Geometry & Tolerances	
5	Validate grids, levels (±0.005 m), and benchmark coordinates with latest IFC/BIM using a model viewer. Acceptance: coordinate variance ≤ ±5 mm vs model. Evidence: coordinate check report and marked plan.
6	Confirm panel/module dimensions, joint widths, and gasket allowances using calibrated measurement tools in PDF/BIM. Acceptance: fabrication ±2 mm; installation ±5 mm; joints per schedule. Evidence: redlined elevations/sections.
7	Verify bracket set-out from slab edges/columns with control lines tied to survey datums. Acceptance: horizontal/vertical offset within ±5 mm. Evidence: annotated setting-out drawings with datum references.
8	Assess cumulative tolerances across bays using a tolerance stack-up spreadsheet. Acceptance: accumulated drift/gap within allowed serviceability limits. Evidence: attached stack-up calculation sheet.

Interfaces & Coordination	
9	Overlay façade GAs with structure and MEP to locate penetrations, embeds, and waterproofing returns. Acceptance: continuous air/water barrier at all interfaces. Evidence: coordination overlays with colored continuity lines.
10	Run clash detection for brackets vs rebar, embeds, BMU tracks, and services. Acceptance: zero hard clashes; soft clashes risk-assessed. Evidence: clash report with resolved items flagged ‘closed’.
11	Confirm fire-stopping details at slab edges/spandrels match the fire strategy drawings. Acceptance: approved system referenced per approved project specifications and authority requirements. Evidence: tagged details with system identifiers.
12	Define shared datums, gaps, and tolerances with roofing terminations, screeds, balustrades, and interiors using an interface matrix. Acceptance: matrix signed by responsible trades. Evidence: uploaded, dated interface matrix.

Structural & Movement	
13	Verify anchor loads and bracket capacities against structural calculations. Acceptance: factors of safety per project specifications achieved. Evidence: signed calculation excerpt and fixings schedule.
14	Confirm movement joints accommodate interstorey drift and thermal expansion. Acceptance: joint width supports ± predicted movement from design tables. Evidence: movement summary table on drawings.
15	Check glass make-up and support conditions vs design wind pressures (Pa) and impact zones. Acceptance: thickness and support meet design pressures. Evidence: glazing schedule with load case notes.
16	Validate fastener grades, corrosion protection, and isolation pads for dissimilar metals. Acceptance: specified grades and isolation shown on details. Evidence: material callouts and notes highlighted.

Performance, Access & Buildability	
17	Trace air, vapour, water, and thermal continuity through all junctions using colored overlays. Acceptance: no discontinuities. Evidence: exported overlay images attached to the review.
18	Review drainage/weep paths and sill inclinations. Acceptance: visible weep routes; falls ≥ 1:20; outlets unobstructed. Evidence: detailed section markups with gradient notes.
19	Confirm access/maintenance clearances, BMU reach, and unit replacement strategy. Acceptance: maintenance clearances ≥ 600 mm where required; safe replacement route defined. Evidence: access plan with dimensions.
20	Assess installation sequencing and temporary works for lifting, restraint, and weather protection. Acceptance: sequence minimises rehandling; crane pick weights listed. Evidence: sequence diagram and method statement reference.

Documentation & Release	
21	Prepare transmittal with drawing register, revision status, approvers, and distribution list. Acceptance: fields complete and consistent. Evidence: signed transmittal PDF.
22	List outstanding RFIs/assumptions with drawing impact tags and due dates. Acceptance: all open items traceable to sheets/details. Evidence: RFI tracker extract with links.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade shop drawings and interface coordination before release is a decisive quality gateway that prevents clashes, leaks, and costly rework. This checklist supports façade detailing review, interface coordination audits, and shop drawing verification by aligning drawings with approved specifications, the latest IFC/BIM models, and stakeholder inputs. It focuses on geometry, tolerances, movement, performance continuity (air, water, thermal), and buildability, while clearly defining responsibilities at interfaces with structure, MEP, waterproofing, fire-stopping, and access systems. The scope ends at pre-release drawing approval; it does not cover onsite installation, testing, or code interpretations beyond “per approved project specifications and authority requirements.” By catching misaligned brackets, missing fire barriers, interrupted air/vapour lines, or impractical sequencing early, teams avoid delay claims and redesign loops, shorten submittal cycles, and improve cost certainty. Start in interactive mode to tick, add comments, attach markups, and export PDF/Excel with a QR-secured trail for approvals.	1. Preparation: Gather the latest IFC/BIM model, approved specifications, fire strategy, survey benchmarks, and RFI log. Equip reviewers with a BIM viewer, PDF compare tool, calibrated measurement add-ins, and the document control system. Confirm team roles, interface owners, and the intended issue purpose before starting. 2. Using the Interactive Checklist: Open interactive mode, tick items as verified, and add comments with screenshots, overlays, or calculation excerpts. Tag responsible parties for actions. When complete, export to PDF/Excel with embedded links and a QR code for authentication and easy stakeholder sharing. 3. Sign-Off: Capture digital signatures from the façade lead, structural reviewer, and coordinator. Distribute the transmittal and archived evidence via the document control platform. Store the QR-authenticated export in the project repository for traceability and future audits.