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Inspect façade snagging and defect closeout before handover

Inspect façade snagging and defect closeout before handover with our interactive checklist—commentable and export as PDF/Excel for compliant façade handover.

Project:

Date:

Filled by:

Access and Safety for Façade Inspection

1	Confirm MEWP, mast climber, or cradle has a current inspection tag dated within the last 7 days; verify fall arrest lines and harness certification; attach photos of tags and access permits.
2	Establish exclusion zones beneath work areas using barriers and signage; edge protection at roof parapets ≥ 1.1 m with 150 mm toe boards; capture layout photos showing protected drop zones.
3	Check façade maintenance anchor points and lifelines have valid load test certificates within 12 months; record anchor IDs and attach certificate copies and close-up tag photos.

Alignment, Plumb, and Fixings

4	Measure panel plumb and level using a 2 m spirit level or laser; accept deviation ≤ 3 mm over 2 m and ≤ 10 mm across elevation; upload measurement photos and readings.
5	Verify bracket and fastener torque with a calibrated torque wrench; achieve manufacturer's specified torque within $\pm 10\%$; record values, tool serial number, and installer signature.
6	Confirm fastener type, length, and corrosion protection match approved submittals; check embed edge distances; photograph head markings and retain batch/heat numbers.

Glazing and Gaskets

7	Inspect glazing for scratches, chips, inclusions, or roller wave from 3 m in diffuse light; defects not visible at 3 m are acceptable; mark rejects and attach photos.
8	Check setting blocks located at quarter points with correct hardness and size per manufacturer; record block dimensions and spacing; provide sill detail photos.
9	Verify gasket continuity and compression—no gaps, fishmouths, or twists; perform 100 mm manual pull check to confirm seating; document close-up photos and remediation where needed.

Joints, Sealants, and Waterproofing	
10	Measure joint widths using a ruler/feeler gauge; accept within ± 2 mm of design; sealant depth typically half the width up to 12 mm; attach batch numbers and application dates.
11	Confirm primer use and adhesion per approved project specifications and authority requirements; perform simple field adhesion pull—target cohesive failure $\geq 90\%$; include test photos and notes.
12	Conduct controlled hose test on representative bays after sealant cure (minimum 24 h); gentle, uniform spray for 15 min; acceptance: no interior drips or damp; upload video and interior photos.
13	Inspect end dams, upturns, and terminations at sills, heads, and jambs; accept end dams with ≥ 25 mm upturn and continuous seal; provide pre-close and final photos.

Firestops and Thermal Breaks	
14	Verify perimeter fire barrier and spandrel insulation continuity at slab edges; check thickness and density per approved submittal; gaps ≤ 2 mm; attach date-stamped pre-close photos.
15	Confirm thermal break pads are continuous beneath brackets with no metal-to-metal bridging; perform IR camera spot check showing expected ΔT ; upload images and material certificates.
16	Ensure cavity barriers and weep routes are free of mortar, debris, or sealant; verify weep outlets at design centres (e.g., 600 mm); pour 250 ml water to confirm discharge; record video.

Surface Finish, Cleaning, and Handover Documentation	
17	Assess powder-coated or anodized finishes against approved samples; no runs, pinholes, or damage; gloss meter within ± 5 GU of sample; attach color and gloss readings with photos.
18	Complete final clean using pH-neutral cleaner and deionized rinse; protect adjacent materials; acceptance: streak-free finish after drying; upload method statement, detergent data sheet, and before/after photos.
19	Update component log for any replacements (glass, gaskets, hardware); capture serials/batch numbers; obtain revised warranties reflecting replaced items; store letters and receipts.
20	Compile as-builts, O&M; manuals, maintenance access plan, and spares; index digitally; acceptance: signed transmittal and QR-linked archive accessible to stakeholders.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade snagging and defect closeout before handover is the final, disciplined review of cladding, glazing, and curtain wall packages to confirm all punch list items are closed. This checklist focuses on façade punch lists, defect rectification, and evidence-backed closeout without drifting into unrelated trades. You will confirm alignment and plumb, fixings and torque, joints and sealants, drainage and fire barriers, glass condition, surface finish, and documentation required for handover. By catching leaks, thermal bridges, loose fixings, or surface defects now, you avoid client callbacks, costly access re-mobilisation, and reputational risk. The outcome is a clean, watertight, structurally sound, and maintainable façade with complete records—photos, measurements, batch numbers, warranties, and as-builts—per approved project specifications and authority requirements. Use this interactive tool to tick items, add comments, attach evidence, and assign actions. When complete, export your sign-off package as PDF/Excel, secured with a QR link for instant verification.	1. Preparation: Confirm safe access (MEWP/cradle), calibrated tools (laser, torque wrench, gloss meter), hose and water source, cleaning kit, PPE (harness, helmet, gloves, eye protection), and updated drawings, submittals, and method statements. 2. Set up: Divide elevations into grid bays, label locations, and brief the team on tolerances, acceptance criteria, and evidence requirements (photos, readings, batch numbers, signatures). 3. Using the Interactive Checklist: Start interactive mode, select the elevation/bay, tick items as verified, add time-stamped comments, and attach photos, measurements, and certificates directly from your device. 4. Capture Evidence: For each nonconformity, raise an action with a due date, assignee, and required proof. Re-test and close the item only after attaching rectification photos and confirming acceptance criteria. 5. Export Package: When all items pass, export to PDF/Excel with the embedded QR link. Include inspection logs, hose test videos, torque records, sealant batches, and approvals in the export. 6. Sign-Off and Distribution: Collect digital signatures from contractor, consultant, and client. Archive the QR-authenticated export in the project CDE and share with facilities management for future maintenance.