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Inspect curtain wall anchor installation before mullion fix

Inspect curtain wall anchor installation before mullion fixing with an interactive commentable checklist that exports PDF/Excel for compliant, traceable anchors.

Project:

Date:

Filled by:

Documentation & Approvals

1	Confirm the latest approved shop drawings and anchor schedules at the location; verify bracket type, anchor size, and grid references match. Evidence: photo of drawing title block; record revision/date; inspector initials.
2	Review approved method statement and ITP; confirm the hold point requires QC sign-off before mullion fixing. Evidence: ITP reference number and signature captured in the checklist.
3	Verify material approvals and certificates for anchors, bolts, washers, and brackets; match batch/lot numbers to delivery dockets. Evidence: photos of labels and entered lot numbers.
4	Confirm specified torque values, embedment depths, and proof/acceptance test criteria from the manufacturer TDS and approved project specifications. Evidence: attach TDS/PDS excerpt; note references.
5	Check calibration status of torque wrenches, pull testers, scanners, and depth gauges; calibration within validity. Evidence: record certificate numbers/dates and photograph calibration stickers.

Substrate & Layout Verification

6	Verify as-built gridlines at anchor locations using a total station or laser. Acceptance: anchor centers within ± 3 mm of grid unless specified otherwise. Evidence: measurement log and photo of marks.
7	Check concrete/masonry condition: sound, crack-free at fixing zones, and free from coatings/laitance. Evidence: close-up photos after surface preparation; note any defects and repairs.
8	Measure edge distances and anchor spacings from hole centerlines. Acceptance: meets or exceeds manufacturer minimums per TDS. Evidence: recorded dimensions (mm) and annotated photo.
9	Confirm reinforcement/services clearance using a rebar/utility scanner prior to drilling. Acceptance: proposed hole path clear. Evidence: saved scan image and marked layout on substrate.
10	Verify substrate strength for post-installed anchors (e.g., concrete maturity or test report available). Acceptance: meets required compressive strength per approved specifications. Evidence: attach report reference.

Anchor Hardware & Corrosion Protection	
11	Confirm anchor type, diameter, grade, and corrosion class match submittals (e.g., stainless A4 or hot-dip galvanised). Evidence: packaging labels and part numbers photographed.
12	Inspect brackets/rails for damage and flatness. Acceptance: flatness within 1 mm over 300 mm checked by straightedge/feeler gauge. Evidence: photo with gauge in place.
13	Verify isolation pads/shims type and thickness per approved details (e.g., EPDM/PTFE). Evidence: measured thickness (mm) and photo before assembly.
14	Check protective coatings are continuous; repair damaged galvanising/paint using approved system. Acceptance: dry-film thickness meets specification. Evidence: DFT readings (µm) and repair photos.

Drilling, Embedment & Fixing Quality	
15	Drill holes with specified diameter/depth using a sharp, sized bit and drill stop. Acceptance: diameter and depth per TDS. Evidence: calliper and depth-gauge readings (mm) recorded.
16	For chemical anchors, execute clean-out sequence (brush-blow-brush-blow) with approved brushes and oil-free air. Acceptance: per TDS. Evidence: video/photo and counted cycles noted.
17	For mechanical anchors, remove dust by vacuum, seat anchor to full embedment, and mark set depth on stud. Acceptance: sleeve/stud at design embedment. Evidence: marked stud photo.
18	Align anchors perpendicular to substrate. Acceptance: deviation ≤ 2° measured with an angle gauge. Evidence: photo showing gauge reading.
19	Tighten nuts/bolts to specified torque using a calibrated torque wrench. Acceptance: achieved torque equals TDS value. Evidence: N-m recorded, tool serial, operator initials.
20	Record ambient temperature and substrate moisture; verify within adhesive/mechanical anchor limits. Acceptance: within TDS ranges. Evidence: thermometer/hygrometer readings and photos.

Alignment, Tolerances & Proof Testing	
21	Set brackets plumb and level. Acceptance: ±1 mm over 1 m checked by digital level. Evidence: measurement logged with photo of display.
22	Verify bracket slot/slotting provides required movement allowance for mullion fixings. Acceptance: offset within design range per approved details. Evidence: measured offsets (mm) and photo.
23	Perform proof load tests on sample anchors per ITP (e.g., rate and hold). Acceptance: meets specified test load without slip. Evidence: pull-tester reading/graph and test sheet.
24	Complete final hold-point: all evidence attached; curing time (if adhesive) elapsed per TDS; anchors tagged. Evidence: QC/signatory digital sign-off and QR tag photo.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect curtain wall anchor installation before mullion fixing is a focused quality and safety holdpoint that verifies every anchor and bracket before mullions are placed. This preinstallation review, also known as a curtainwall anchor check or façade bracket verification, confirms layout, edge distances, embedment, torque, and substrate suitability. By catching issues early—like mislocated holes, inadequate curing of chemical anchors, incorrect fastener grades, or bracket misalignment—you prevent costly rework, loss of watertightness, and compromised structural performance. The checklist also supports traceability through batch records, calibrated tool logs, and photo evidence tied to gridlines. The scope stops at anchor/bracket condition and proof readiness for mullions; it does not cover mullion alignment, glazing, or sealants. Outcomes include compliant, documented anchorage points, smooth consultant sign-off, and reliable installation sequencing. Use this interactive page to tick items, add comments and photos, and export results to PDF/Excel; each inspection can be sealed with a QR code for verification.	1. Preparation: Gather approved drawings, method statement, ITP, and manufacturer TDS. Prepare tools: total station/laser, scanner, drill bits, depth gauge, callipers, straightedge, digital level, torque wrench, pull tester, DFT gauge, thermometer/hygrometer, PPE. Ensure safe access (scaffold/MEWP), permits to drill, lighting, and clean substrates. 2. Using the Interactive Checklist: Open interactive mode on a tablet/phone, select grid/elevation, and tick each item. Add comments, photos, and measurements in SI units. Link lot numbers, calibration certificates, and QR labels. When complete, export the record to PDF/Excel and share with stakeholders. 3. Sign-Off: Obtain digital signatures from installer, QA/QC, and consultant as required. Confirm adhesive cure times and proof tests are included. Archive the report in the project CDE; the QR code authenticates the exported file for future audits and handover.