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Inspect Curtain Wall Spandrel Zones and Back-Pan Installation

Inspect curtain wall spandrel zones and back-pan installation with an interactive checklist that’s commentable and can export as PDF/Excel for thorough, traceable facade QA.

Project:	
Date:	
Filled by:	

Pre-Inspection & Documentation	
1	Confirm latest approved shop drawings, spandrel details, and RFIs are issued. Method: digital document audit. Acceptance: drawing revision matches transmittal. Evidence: photo of approval stamp/title block and revision index.
2	Verify spandrel schedule for locations, insulation thickness, and fire rating. Method: BIM overlay against gridlines. Acceptance: schedule matches marked elevations. Evidence: annotated screenshot with date and view reference.
3	Check delivery tags for back-pan alloy, thickness, and coating batch. Method: micrometer for thickness. Acceptance: thickness within ±0.10 mm of specification. Evidence: photos of tags and recorded micrometer readings.
4	Inspect storage conditions: pallets elevated, dry, wrapped, and labeled. Method: hygrometer reading under cover. Acceptance: relative humidity under cover ≤ 70%. Evidence: storage photos and RH reading log.
5	Confirm task PPE, access, and permits. Method: toolbox talk and permit check. Acceptance: signed attendance sheet; edge protection installed. Evidence: signed toolbox form and access photos.

Back-Pan Materials & Fabrication	
6	Measure back-pan sheet thickness and panel flatness. Tools: micrometer, 1 m straightedge. Acceptance: thickness per spec; flatness ≤ 2 mm over 1 m. Evidence: readings and straightedge photo.
7	Confirm hemmed edges/stiffeners where specified. Tools: visual inspection, rivet counter. Acceptance: stiffener fastener spacing ≤ 300 mm, continuous hem. Evidence: close-up photos with ruler.
8	Verify internal coating continuity on pan interior. Tool: DFT gauge. Acceptance: dry film thickness per spec, no pinholes/holidays. Evidence: DFT readings log and continuity photos.
9	Check penetrations are pre-punched with protective grommets. Tool: calipers. Acceptance: annular clearance ≤ 3 mm; grommet seated. Evidence: measurement photo and grommet batch label.
10	Confirm thermal break tape/backer at perimeter per detail. Tools: tape measure, visual. Acceptance: continuous tape, width ≥ 12 mm, no gaps. Evidence: perimeter close-ups by quadrant.

Thermal/Fire/Acoustic Assemblies	
11	Verify mineral wool insulation type/density and thickness. Method: label check and sample measure. Acceptance: thickness per schedule (e.g., 50–150 mm), facing orientation correct. Evidence: label photos and caliper reading.
12	Fit insulation tight within back-pan, no voids or compression. Tools: straightedge, visual. Acceptance: gaps ≤ 5 mm; no over-compression at corners. Evidence: ruler-in-shot photos.
13	Install fire safing at slab edges with smoke seal. Tools: depth gauge, sealant nozzle gauge. Acceptance: safing compression 25–50%; sealant full-depth, continuous. Evidence: depth readings and batch numbers.
14	Affix firestop identification labels at each location. Method: tag application per project procedure. Acceptance: tag present, legible, references approved system per approved project specifications and authority requirements. Evidence: label photo with gridline.
15	Confirm acoustic seals around penetrations and perimeters. Tools: flashlight and mirror. Acceptance: no unsealed gaps > 3 mm; flexible, continuous bead. Evidence: close-ups and lot codes.

Installation & Fastening	
16	Dry-fit back-pan in spandrel bay to verify clearances. Tool: feeler gauges. Acceptance: uniform perimeter gap 6–12 mm for sealant. Evidence: gauge photo at four sides.
17	Fasten back-pan to mullions/transoms per detail. Tools: torque screwdriver. Acceptance: stainless fasteners; edge spacing ≤ 200 mm; torque per manufacturer. Evidence: torque log and fastener photos.
18	Maintain clearance from glazing bite and setting blocks. Method: layout check against glazing pocket. Acceptance: minimum 10 mm clearance; no fastener protrusions. Evidence: annotated photo with dimensions.
19	Seal back-pan laps and corners. Tools: rivet gun, sealant tooling. Acceptance: lap ≥ 10 mm; visible continuous sealant squeeze-out. Evidence: corner close-ups and sealant batch numbers.
20	Isolate dissimilar metals at contact points. Tools: visual check, material verification. Acceptance: isolators continuous, no bare contact. Evidence: photos and product data attachment.

Air/Water/Vapor Sealing & Interfaces	
21	Apply perimeter air/vapor barrier sealant to frame/pan interface. Tools: 10–12 mm nozzle, adhesion pull tabs. Acceptance: continuous bead; adhesion ≥ 0.2 MPa. Evidence: pull-tab photos and readings.
22	Install transition membranes to adjacent WRB substrates. Tools: hand roller, primer as required. Acceptance: overlaps ≥ 50 mm; rolled with firm pressure; no fishmouths. Evidence: seam photos and primer lot numbers.
23	Verify drainage/weep paths remain unobstructed within spandrel zone. Tools: borescope, visual. Acceptance: weeps clear; no sealant blockages. Evidence: borescope images and location tags.
24	Perform localized air leakage check after sealing. Tools: smoke pencil under negative pressure. Acceptance: no smoke drawn into joints. Evidence: video/photo capture with bay ID.
25	Confirm interior vapor retarder continuity across interfaces. Tools: visual, tape adhesion check. Acceptance: laps ≥ 50 mm; taped tight with no lifts. Evidence: photos with ruler and tape batch.
26	Remove swarf and debris from back-pan cavity before closure. Tools: vacuum, magnet sweep. Acceptance: cavity clean, no loose metal or insulation scraps. Evidence: clean cavity photo.

Records & Sign-Off	
27	Capture as-built photos of each bay tagged by gridline/floor. Method: app with geotagging. Acceptance: all bays documented. Evidence: photo index export.
28	Record lot numbers for insulation, sealants, membranes, and fasteners. Method: materials log. Acceptance: complete traceability. Evidence: photos of labels and log entry.
29	Obtain installer and inspector digital signatures. Method: e-sign workflow. Acceptance: time-stamped signatures with role identification. Evidence: signed PDF.
30	Archive inspection package linked to QR. Method: system upload and QR test. Acceptance: record retrievable by QR scan. Evidence: screenshot of successful scan.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect curtain wall spandrel zones and back-pan installation is critical for safeguarding thermal, fire, and moisture performance within the opaque zones of a facade. This checklist focuses on the spandrel panel assembly, including back-pan fabrication, insulation fit, fire safing, air/vapor barrier continuity, and interfaces to mullions and adjacent construction. It supports precise curtain wall back-pan inspection practices to avoid condensation, smoke migration, oil-canning, and costly rework. You will verify material thicknesses, coating coverage, fastener types and spacing, lap joints, drainage paths, and transition membranes, while documenting evidence for traceability. The scope excludes vision glazing, structural calculations, and unrelated curtain wall anchorage, except where fasteners directly connect the back-pan to frame members. Use this guide to achieve compliant, durable, and acoustically effective spandrel zones that protect interiors, conceal floor lines, and maintain aesthetic intent. Start the interactive mode to tick items, add comments by gridline, and export your records to PDF/Excel with a secure QR.	1. Preparation: Gather calibrated micrometer, straightedge, torque screwdriver, DFT gauge, feeler gauges, smoke pencil, borescope, roller, depth gauge, vacuum, camera, and PPE including gloves, eye protection, and cut-resistant sleeves. 2. Open the checklist, select project, building, floor, and gridlines. Preload approved drawings, details, and material submittals to reference during inspection. 3. Walkdown setup: Ensure safe access, lighting, and fall protection. Stage materials, identify inspection bays, and brief the crew on acceptance criteria and photo evidence requirements. 4. Using the Interactive Checklist: Start interactive mode, tick each item as completed, attach calibrated readings and photos, and tag comments by gridline and elevation. 5. Add corrective actions for any deviations: assign owners, due dates, and attach marked-up images or sketches to clarify required rework. 6. Export your progress at logical milestones to PDF/Excel for coordination meetings, including photo index, readings log, and materials traceability. 7. Sign-Off: Capture installer and inspector digital signatures, generate the QR-secured package, and distribute to stakeholders. Archive the record in your project system.