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Inspect Curtain Wall Starter Bay & Benchmark Approval Guide

Inspect curtain wall starter bay installation and benchmark approval with an interactive checklist, commentable and exporting as PDF/Excel, ensuring tolerances, interfaces, and formal sign-off are consistently achieved.

Project:
Date:
Filled by:

Pre-Installation Controls	
1	Confirm latest approved shop drawings, method statements, and IFC revisions match onsite scope; record revision numbers, dates, and approver names; attach photos of title blocks and a signed pre-start briefing.
2	Transfer gridlines and facade datums with total station; verify to primary control within ±2 mm horizontally and vertically; export as-built CSV and upload annotated control plan.
3	Inspect slab edge, embeds, and backing structure; confirm edge straightness within ±5 mm and embed locations within ±5 mm of design; photograph with measuring scale and note any repairs.
4	Verify approved materials at point of use: bracket type, anchors, isolation pads, thermal breaks, sealants; record batch/lot numbers and storage conditions; attach delivery dockets and SDS.
5	Check access, lifting, and environmental limits: platform certified, exclusion zone set, wind < 10 m/s, substrate dry; capture daily safety/conditions log with supervisor initials.

Anchorage and Brackets	
6	Install primary brackets per approved project specifications and authority requirements; torque anchors with calibrated wrench to specified N·m; record serial, calibration date, and actual torque readings.
7	Place shims to achieve full bearing; verify compressive deflection under representative load < 1 mm; photograph shim stack and material labels; note shim thicknesses used.
8	Confirm minimum edge distances and stand-off: measure with tape/laser; stand-off within ±3 mm of design; document measurements at each bracket and attach close-up photos.
9	Check corrosion protection: galvanizing intact, cut edges coated with zinc-rich paint; verify dry film thickness per approved project specifications; attach DFT gauge readings and photos.
10	Verify thermal break plates/pads present and continuous; measure thickness (3–6 mm or per design); ensure no metal-to-metal bridging; capture detail photos before unit setting.

Alignment and Geometry	
11	Set first mullion/unit plumb using digital level/laser; achieve plumb within 2 mm in 3 m; record readings at top and bottom; attach instrument screenshots.
12	Level sill and datum: adjust shims to ±2 mm over bay width; confirm with laser; document shim locations and final level measurements.
13	Verify bay centerline and offsets to grid within ±3 mm; measure both jambs to nearest control line; upload total station report and annotated photos.
14	Confirm joint widths and reveals: uniform gap within ±2 mm; expansion joint meets design (e.g., 10–15 mm); check with feeler gauges; attach ruler-in-frame photos.
15	Validate movement allowances: confirm slot lengths/oversize holes provide ≥ design movement plus 5 mm reserve; photograph slots and record dimensions.

Envelope Interfaces	
16	Tie air/vapour barrier to frame: lap membranes ≥ 100 mm, prime, roll; smoke-pencil test continuity; capture close-ups of laps and terminations.
17	Install weather seals and gaskets: correct profile and durometer; corner joins bonded; no fishmouths or stretch; photograph continuous runs and corner details.
18	Confirm drainage and weep paths: weep holes clear at 600 mm c/c or per design; perform 3-minute low-flow check to observe egress; attach video/photo evidence.
19	Install fire safing at slab edge: mineral wool density per spec, compression 25–50 mm, continuous smoke seal; photograph labels and completed joint before enclosure.
20	Isolate dissimilar metals: apply isolator tape or gaskets between aluminium and steel; verify full coverage at all contact points; provide close-up photos.

Benchmark Documentation and Approval	
21	Capture as-built X/Y/Z coordinates at four corners with total station; export CSV and overlay on shop elevation; upload files to record set.
22	Complete photo log: overall elevation plus minimum 12 detail photos (anchors, shims, seals, membranes, firestopping) with scales and geo-tags; store in dated folder.
23	Close punch items: list nonconformances, assign actions, re-verify with measurements and photos; obtain responsible party initials and completion dates.
24	Hold benchmark walkdown with GC, facade contractor, and consultant; record minutes, acceptance criteria, and deviations; obtain written approval per approved project specifications.
25	Lock benchmark: tag bracket settings, protect datum markers, and issue benchmark bulletin to production crews; capture photos of tags and posted controls.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect curtain wall starter bay installation and benchmark approval establishes the first installed bay as the reference for the entire facade. This field-first, first-article benchmark confirms installation methodology for either unitized curtain wall or stick system assembly, validates control lines, and proves interface performance. The scope covers survey transfer, anchorage and bracket setup, isolation and thermal breaks, plumb and level geometry, joint uniformity, and critical tie-ins to air and vapour barriers and fire safing. It excludes full-building testing and production-wide installation details beyond the reference bay. Done properly, the benchmark reduces cumulative alignment drift, prevents water ingress at transitions, and avoids costly rework from mislocated brackets, incorrect joint gaps, or incomplete membranes. It also clarifies acceptance tolerances and sets a repeatable, auditable standard for crews. Use this interactive checklist onsite: tick each item, add comments, attach photos and measurements, and export to PDF or Excel with a QR-linked record for stakeholder review.	1. Preparation: gather approved shop drawings, survey controls, calibration certificates, total station, laser level, torque wrench, feeler gauges, smoke pencil, PPE, and access permits. Brief the team on acceptance tolerances and hold-points. 2. Open the checklist on your device and select project, building, elevation, and bay ID. Sync or download for offline use if connectivity is limited. 3. Start interactive mode. Tick items as completed, add comments for context, and attach photos, measurements, and lot numbers at each step. 4. Enter measured values directly from instruments and upload CSV exports from the total station. Tag readings to points (top-left, top-right, sill, jamb). 5. Flag nonconformances, assign corrective actions, and set due dates. Re-inspect closed items and attach before/after evidence for traceability. 6. Export the record to PDF or Excel for the walkdown. Share links with stakeholders and prepare printed sets with embedded QR codes if required. 7. Sign-off: collect digital signatures from contractor, consultant, and client. Archive the approved benchmark package with QR authentication for future production checks.