



Inspect Curtain Wall Transom Installation: Level & Fixings

Inspect curtain wall transom installation with an interactive checklist. Verify level, connection quality, and evidence. Fully commentable, with export as PDF/Excel and QR security.

Project:

Date:

Filled by:

Preparation and Calibration

1	Confirm latest approved shop drawings, installation details, and tolerances are available at point-of-work; record drawing numbers.
2	Verify laser level calibration certificate is valid (<6 months) and perform a two-peg check; photograph certificate and check result.
3	Inspect shims/packers (non-compressible, moisture-resistant) are available in 1–5 mm increments; record supplier and batch.
4	Confirm torque wrench is calibrated; note serial number and calibration date; set target torque per approved project specifications and authority requirements.

Transom Level and Line

5	Establish control line with laser; mark two reference points per bay; record elevation to ± 1 mm and photo the marks.
6	Measure installed transom top face level across full span; acceptance: ± 2 mm over 1 m and ± 3 mm overall; log readings.
7	Check alignment with adjacent transoms; step difference not exceeding 2 mm at mullion interfaces; capture close-up photos with ruler.
8	Shim bearing points as needed; re-measure after tightening; document shim material, thickness stack, and final readings.
9	Verify façade datum continuity visually from 10 m stand-off; no visible waviness; attach panoramic photo.

Transom-to-Mullion Connections

10	Confirm bracket/shear block type matches drawing detail; record part numbers and take identification photo before fixing.
11	Check fastener specification (diameter, length, coating/grade) against submittals; record lot numbers and packaging photos.
12	Tighten mullion bracket fixings to target torque (e.g., 18–25 N·m unless otherwise specified); record applied torque and tool ID.
13	Verify slip-resistant contact: ensure mating surfaces are clean, dry, and burr-free; photo pre-assembly condition as evidence.
14	Confirm thermal break pads or isolators are installed where detailed; check full contact and no crush; photo before closure.
15	Check movement allowance at connections (slots/oversize holes) is centered; minimum 3 mm clearance each side; photo slot position.

Splices and Continuity	
16	Inspect transom splice alignment using straightedge; gap uniform, offset ≤ 1 mm; capture macro photo across joint.
17	Verify splice sleeve/plate length and fastener pattern per drawings; torque fasteners and record sequence and N·m values.
18	Confirm sealant or gasket continuity across splice where detailed; no gaps > 2 mm; photograph squeeze-out/engagement.

Weatherproofing and Drainage at Transoms	
19	Check transom end dams/end caps installed, seated, and sealed; no distortion; photo each end before glazing.
20	Verify weep/drain holes are open and aligned; minimum 5 mm diameter; document count and locations.
21	Inspect glazing rebate gaskets seated without twists; continuous corners; joiners installed; photo 300 mm segment per bay.

Records and Sign-Off	
22	Capture overall bay photo showing laser line, tape readings, and transom; annotate with bay/axis reference.
23	Log nonconformances (out-of-level, torque shortfalls, missing parts) with corrective action and recheck evidence.
24	Obtain digital sign-offs from installer, QA, and site supervision; export checklist PDF/Excel with embedded QR for traceability.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect curtain wall transom installation for level and connection quality. This checklist helps you confirm transom leveling, horizontal mullion alignment, and the integrity of mechanical fixings at every transom-to-mullion interface. Focus is limited to installed horizontal members: level tolerance, bracket and shear-block connections, splice joints, gaskets, and drainage/weep details. By standardizing laser level checks, torque verification, and photographic evidence, you avoid glazing stress, facade racking, water ingress, wind-driven noise, and premature seal failures. The outcome is a repeatable, traceable record proving that transoms are straight, secure, and ready for glazing and façade QA hold points. We purposely exclude vertical mullion plumb checks, structural analysis, and whole-system testing; reference those under separate procedures. Use the following steps to capture measurements, serial numbers, and signatures in real time, attach marked-up photos, and flag nonconformances for correction. Start interactive mode to tick items, add comments, and export as PDF/Excel with a project QR for secure sharing.	1. Preparation: gather approved drawings, calibrated laser and torque wrench, non-compressible shims, PPE, access equipment, and labeling materials. Confirm bay references and safety conditions, including exclusion zones and weather limits. 2. Open the interactive checklist on a mobile or tablet. Select project, level, and bay/axis. Enable location, date, and photo permissions for automatic tagging. 3. Work through items in order. Tick each step once complete, enter laser readings and torque values, and attach close-up and overall photos as evidence. 4. Use comments to flag nonconformances, assign corrective actions, and link reinspection entries. Mention responsible parties and due dates for accountability. 5. Export progress to PDF/Excel at hold points for review meetings. Include photos, signatures, and a QR code to authenticate the checklist version. 6. Sign-off: capture digital signatures from installer, QA, and supervision. Archive the signed export in the project system and share the QR-secured link with stakeholders.