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Inspect Dynamic Façade Actuator Mounting & Bracket Stability

Inspect dynamic façade actuator mounting and bracket stability with an interactive checklist that is commentable and export as PDF/Excel. Ensure secure anchorage, alignment, and durability.

Project:

Date:

Filled by:

Pre-Inspection and Access

1	Confirm latest approved drawings/specifications control the inspection; record document IDs and revisions; capture title-block photos.
2	Establish safe access and exclusion zone using certified equipment; record permit-to-work and upload site photos showing barriers and tie-offs.
3	Isolate power and lock-out/tag-out actuator circuits; verify 0 V with a multimeter; photograph LOTO tags and meter reading.

Mounting Substrate and Anchors

4	Confirm substrate type/thickness at mounting points using as-built scans or gauges; acceptance: matches approved drawings; record mm readings and photos.
5	Verify anchor type, diameter, and embedment depth with calipers/depth gauge; acceptance: embedment $\geq$ specified mm; log measured values and packaging lot numbers.
6	Conduct proof pull-out tests on sample anchors with a calibrated tester; acceptance: $\geq$ design load per approved project specifications; record kN and displacement with photos.
7	Measure edge distances and anchor spacing with a steel tape; acceptance: edge distance and spacing per drawings, tolerance ± 5 mm; record dimensions and grid location.
8	Inspect drilled holes for diameter, dust, and moisture; use bore gauge and air blower; acceptance: diameter within $+0.5/-0$ mm, hole clean and dry; photo evidence.

Brackets and Hardware

9	Confirm bracket material grade and finish against submittals; acceptance: correct alloy and coating; upload mill certificates and batch labels.
10	Check bracket plumb/level and stand-off with a laser or spirit level; acceptance: ± 2 mm over 1 m, stand-off ± 3 mm; attach level-in-frame photos.
11	Verify fastener size, grade, and washer configuration with calipers and thread gauge; acceptance: matches specification; record quantities and packaging photos.
12	Tighten bolts using a calibrated torque wrench; acceptance: within $-0/+10\%$ of specified N·m; log each bolt ID, torque reading, and tool calibration certificate.
13	Confirm locking features (nyloc, thread-locker, or split pins) are installed and engaged; acceptance: visible, correct orientation; capture close-up photos.

Actuator Alignment and Operation	
14	Verify actuator mounting face flatness and interface alignment with straightedge/feeler gauges; acceptance: gap ≤ 1 mm over plate, alignment within $\pm 1^\circ$; record readings.
15	Align actuator stroke to linkage/pivot using a laser kit; acceptance: misalignment ≤ 2 mm across full travel; upload alignment photos and measurements.
16	Energize and cycle actuator through full stroke under observation; acceptance: smooth motion, no rub/bind, current draw within $\pm 10\%$ expected; attach video and ammeter reading.
17	Measure bracket deflection at travel stops with a dial gauge; acceptance: ≤ 1 mm transient deflection, no permanent set; log readings and photos.
18	Check backlash/looseness at joints with dial indicator; acceptance: rotational free play $\leq 1^\circ$ or linear play ≤ 1 mm; record values.

Corrosion Protection and Sealing	
19	Verify isolation between dissimilar metals using EPDM or nylon isolators; acceptance: continuous, undamaged; capture close-up photos.
20	Measure coating dry film thickness with a DFT gauge; acceptance: $\geq$ specified μm per data sheet; log μm readings and product details.
21	Inspect sealant at penetrations and interfaces for continuity and adhesion; acceptance: no voids, proper fillet; record product name, lot number, and photos.
22	Confirm drainage routes and weep holes near brackets are unobstructed; acceptance: clear and free-flowing; provide photographic evidence.

Documentation and Sign-Off	
23	Upload manufacturer installation instructions, approvals, and torque/DFT calibration certificates; acceptance: complete and current; attach PDFs.
24	Create an asset register with actuator serial numbers, bracket IDs, gridlines, and elevations; acceptance: 100% locations recorded; export CSV/PDF.
25	Close punch-list comments and obtain digital sign-offs from contractor and consultant; acceptance: all items verified; attach final overview photos.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect dynamic façade actuator mounting and bracket stability. This checklist focuses on the mechanical attachment of motorized façade actuators and the stability of their supporting brackets and fixings. It excludes control wiring, software commissioning, and envelope performance beyond the immediate mount interface. By verifying substrate suitability, anchor selection and embedment, bracket geometry, torque on fasteners, and actuator-to-linkage alignment, you prevent detachment, binding, service vibration, water ingress at penetrations, and premature corrosion. The outcome is a secure, aligned, and maintainable installation that transmits loads safely to the structure and operates smoothly across the full stroke. Acceptance cues include laser-verified plumb/level, documented torque within tolerance, proof pull-out values, measured deflection at travel stops, and continuous isolation/sealant where required. Use this field-ready tool to capture photos, instrument readings, product data, and approvals, ensuring traceable QA. Start interactive mode, tick items, add comments for snags, and export your records to PDF/Excel with a QR link.	1. Preparation: Review approved drawings/submittals, gather torque wrench (calibrated), pull tester, dial indicator, DFT gauge, multimeter, laser level, PPE, and safe access equipment. 2. Site setup: Establish exclusion zones and isolate power. Verify tool calibrations are in date. Open the checklist on a mobile or tablet with camera enabled. 3. Start interactive mode: Tick items as you proceed, attach photos, record measurements (mm, kN, N·m, µm), and reference grid locations for every observation. 4. Use comments: Flag nonconformances, tag responsible parties, assign due dates, and upload manufacturer guidance or sketches to clarify required rework. 5. Export and share: Generate an export as PDF/Excel with embedded photos and a QR code for authenticity; circulate to stakeholders for review. 6. Sign-off and archive: Capture digital signatures from contractor and consultant, close comments, lock the record, and archive with QR-linked traceability.