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Inspect dynamic façade emergency override & manual control

Inspect dynamic façade emergency override and manual control function with interactive checklist, commentable and export as PDF/Excel, verifying response times, logs.

Project:
Date:
Filled by:

Pre-Test Coordination	
1	Confirm permit-to-work and method statement are approved per project specifications; review latest versions. Acceptance: approvals dated within 30 days. Evidence: upload signed documents and reference numbers.
2	Notify BMS, fire, electrical, and façade vendor teams of test window. Method: email/calendar invite. Acceptance: written acknowledgments from all stakeholders. Evidence: attach replies and attendance list.
3	Verify as-built drawings and zone mapping against asset register. Method: redline walkdown. Acceptance: 100% device IDs match drawings. Evidence: marked-up plans with engineer initials and date.
4	Conduct toolbox talk and JSA briefing covering fall protection, LOTO, and alarm simulation. Acceptance: all participants sign. Evidence: digital signatures with time-stamp.

Safety and Isolation	
5	Apply LOTO to façade control power. Method: lockout kit; verify using multimeter. Acceptance: 0 V phase-to-neutral and phase-to-earth. Evidence: photo of meter reading and lock tags.
6	Set safe access for test zones. Method: harness, edge protection, or MEWP inspection. Acceptance: anchor ratings ≥15 kN; MEWP daily check passed. Evidence: tag photos and checklist upload.
7	Disable automatic schedules for the selected test window. Method: BMS temporary override. Acceptance: time-bound override ≤2 h, clearly annotated. Evidence: BMS screenshot with time-stamp.
8	Inform fire brigade liaison and facilities control room. Method: radio/phone check. Acceptance: acknowledgment recorded before alarm simulation. Evidence: call log or email confirmation.

Interface and Wiring Verification	
9	Inspect emergency input cabling from fire panel to façade controller. Method: continuity test. Acceptance: loop resistance <1 Ω, correct cores identified. Evidence: meter photo and terminal label images.
10	Confirm I/O polarity and signal levels. Method: multimeter on terminals. Acceptance: design voltage achieved (e.g., 24 V DC ±5%). Evidence: close-up photo with probe placement visible.
11	Verify manual control station wiring. Method: continuity and 500 V DC insulation test. Acceptance: insulation resistance ≥1 MΩ. Evidence: tester reading photo and labeled station image.
12	Check controller firmware, parameters, and recent fault logs. Method: vendor software. Acceptance: no critical faults in past 24 h; parameters per approved settings. Evidence: exported log file.

Manual Control Function Tests	
13	Restore power to a single façade zone. Method: remove LOTO, energize circuit. Acceptance: zone reports healthy on BMS, no unexpected motion. Evidence: BMS health/status screenshot.
14	Command OPEN at local station. Method: wall switch or HMI. Acceptance: louvers reach 100% within 30 s. Evidence: time-stamped photo/video showing fully open position.
15	Command CLOSE at local station. Acceptance: louvers reach 0% within 30 s without hunting. Evidence: photo/video with end-stop confirmation.
16	Press STOP mid-travel during motion. Acceptance: movement halts within 1 s. Evidence: short video with visible stopwatch or on-screen timer.
17	Confirm manual priority holds over schedules. Method: issue BMS command while local hold active. Acceptance: manual state maintained for configured hold time (e.g., 30 min ±2 min). Evidence: trend graph export.

Emergency Override Function Tests	
18	Simulate fire alarm. Method: authorized test key at fire panel. Acceptance: all mapped zones move to fail-safe (e.g., OPEN 100%). Evidence: video sweep and alarm printout.
19	Measure response time from alarm signal to motion start. Method: stopwatch synchronized to alarm. Acceptance: ≤5 s. Evidence: recorded time on video or log entry.
20	Measure travel completion to fail-safe position. Method: video time-stamp. Acceptance: ≤60 s per actuator module, smooth motion. Evidence: video with start/finish markers.
21	Attempt BMS/local commands during override. Acceptance: commands inhibited; no motion. Evidence: screenshot indicating command blocked/inhibit flag.
22	Verify power-loss safe state. Method: isolate supply during override. Acceptance: actuators achieve spring-return/safe state within 15 s. Evidence: video plus breaker tag photo.

Restoration and Documentation	
23	Reset fire panel and controllers to normal. Acceptance: façades return to AUTO; no lingering faults. Evidence: alarm log reset printout and BMS status screenshot.
24	Remove temporary overrides and LOTO devices. Acceptance: all locks accounted and power restored safely. Evidence: signed LOTO log and photo of cleared isolations.
25	Update CMMS/asset register with test outcomes. Fields: dates, serials, parameters, results. Acceptance: all mandatory fields complete. Evidence: exported CSV or PDF.
26	Capture final approvals. Method: digital signatures from responsible engineer and client. Acceptance: both signatures present with date/time. Evidence: signed certificate upload.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect dynamic façade emergency override and manual control function to ensure operable façades respond correctly during life-safety events and when local intervention is required. This checklist focuses on dynamic facade emergency override behavior, manual override stations, and BMS/fire alarm linkage without covering unrelated envelope performance. You will confirm fail-safe positions for louvers or motorized blinds, response and completion times, command priorities, and power-loss behavior. The scope includes interface wiring verification, controller configuration checks, and practical function tests by zone, using tools such as multimeters, continuity testers, and BMS trend logs. Outcomes include reduced risk of smoke spread, prevention of wind damage from uncontrolled motion, and assured manual control for maintenance or incident response. Evidence—photos, videos, logs, and signatures—underpins traceable compliance per approved project specifications and authority requirements. Start in interactive mode to tick steps, add comments for exceptions, and export as PDF/Excel using the QR link for authenticated sharing.	1. Preparation: assemble multimeter, continuity/insulation tester, stopwatch, camera, PPE (harness, helmet, gloves), LOTO kit, access equipment, and site approvals. 2. Open the checklist on a connected device and start Interactive Mode to enable ticking, time-stamped photos, and attachments. 3. Select the façade zone or floor, then assign responsible persons and planned test window to auto-time-stamp entries. 4. Execute steps sequentially. Tick each item only after adding acceptance readings, photos/videos, and short comments for deviations. 5. Use comments to capture root causes, interim mitigations, and follow-up tasks; mention team members to notify them. 6. Scan or share the QR code to allow observers to view progress and validate authenticity without editing rights. 7. Export the record as PDF/Excel for client or authority submission, ensuring evidence files are linked or embedded. 8. Sign-off digitally as responsible engineer and obtain client acceptance; archive the signed package in the CMMS.