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# Inspect façade handover docs and test certificates – checklist

Inspect façade handover documentation and test certificates for completeness using an interactive checklist that is commentable and can export as PDF/Excel for traceable, compliant handovers.

Project:
Date:
Filled by:

## Project & Contract Documents

1	Verify latest IFC/As-Built façade drawings are issued and approved; use a document control system to compare revision identifiers against transmittals; acceptance: title/revision blocks match approvals; evidence: upload stamped coversheets and approval emails.
2	Confirm the approved project specifications and façade schedules are the current revisions; cross-check index numbers against register; acceptance: no scope gaps or superseded sections; evidence: attach approved specification PDFs and register extract.
3	Validate subcontractor/supplier appointments, insurances, and warranties; review dates and scope alignment; acceptance: coverage spans practical completion and required defect liability period; evidence: signed agreements and certificates uploaded.
4	Audit the document register for façade deliverables; filter by discipline and status; acceptance: 100% items present with status 'Approved'; evidence: export of register snapshot and sign-off.

## Design & As-Built Records

5	Check as-built elevations/sections/details reference survey grid coordinates (m) and levels; use BIM viewer/overlay; acceptance: deviations documented against survey report; evidence: overlay screenshots and survey summary.
6	Confirm interface details with adjacent trades (roof, MEP penetrations, sills, thresholds); review cross-trade matrix; acceptance: all interfaces detailed and approved; evidence: signed interface matrix and marked-up details.
7	Verify thermal calculations (U-values in $W/m^2 \cdot K$ , $\psi$ -values) match installed make-up; method: compare model inputs to product data; acceptance: values meet approved project specifications; evidence: signed calc sheets and summary table.
8	Ensure fire-stopping and cavity barrier layouts are coordinated; cross-check drawings with schedules; acceptance: every location scheduled with product type and density; evidence: stamped drawings and barrier schedule.

### Materials & Product Certifications

9	Match DoP/UKCA/CE declarations and product test reports to installed glazing, sealants, fixings, and anchors; method: compare product codes and batch/lot numbers; acceptance: certificates current and traceable; evidence: PDFs plus photos of packaging labels.
10	Confirm manufacturer warranties (curtain wall framing, coatings, gaskets, sealants); method: check duration and start date; acceptance: terms meet approved project specifications; evidence: signed warranty letters with contact details.
11	Collect Safety Data Sheets and handling/storage guidelines for sealants, cleaners, and primers; acceptance: latest revisions referenced; evidence: SDS PDFs and manufacturer bulletins.
12	Compile a traceability matrix linking elevations/zones to batch and heat numbers; method: spreadsheet or CDE template; acceptance: 100% coverage with dates; evidence: completed matrix and sample photos.

### Factory & Site Test Certificates

13	Review façade type test reports (air permeability, water penetration, structural); acceptance: results meet approved project specifications (e.g., air at 50 Pa, water at stated Pa, structural deflection limits); evidence: full lab report and accreditation.
14	Verify site water tests (spray rack/hose) include pressure (Pa), duration (min), and areas; method: confirm manometer readings and photos; acceptance: no leakage observed; evidence: signed certificates and photo set.
15	Check anchor/pull-out test records; method: calibrated tester ID and readings (kN); acceptance: minimum loads achieved per approved project specifications; evidence: raw data sheets and calibration certificate copies.
16	Confirm impact/soft-body test results (energy in J) for glazing or panels; acceptance: performance criteria met with no hazardous failure; evidence: signed test report and photos.

### Installation & Inspection Records

17	Verify ITPs and inspection checklists completed per zone/elevation; method: review hold/witness points; acceptance: all mandatory points signed; evidence: compiled ITP pack and sign-off sheets.
18	Review torque logs for primary fixings; method: calibrated torque wrench records (N·m) and tool ID; acceptance: readings within specified range; evidence: torque log and tool calibration cert.
19	Check sealant application and adhesion test records; method: field adhesion tests and cure times; acceptance: results meet manufacturer requirements; evidence: photos, batch numbers, and signed test sheets.
20	Confirm survey plumb/level/alignment records for mullions and panels; method: laser level and total station; acceptance: within $\pm 2$ mm per 2 m and within grid tolerances; evidence: survey report and marked photos.

Handover & Compliance Pack	
21	Assemble O&M; manuals covering cleaning, access, replacement parts, and PPE; acceptance: asset-specific, searchable PDFs with revision control; evidence: final indexed manual and contents list.
22	Verify façade access systems (BMU, davits, anchors) certifications; method: check serials and inspection dates; acceptance: current per approved project specifications and authority requirements; evidence: certificates and equipment ID photos.
23	Compile preventive maintenance schedule with intervals (months) and responsibilities; acceptance: aligns with manufacturer guidance; evidence: maintenance plan and calendar export.
24	Close out punch list/nonconformances; method: field management system export; acceptance: zero open items; evidence: signed closure report and final approvals/NOCs.

**Comments:**

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect façade handover documentation and test certificates for completeness to close out the building envelope confidently and transparently. This checklist focuses on the façade dossier, building envelope documentation, and the handover pack for curtain walling, cladding, glazing, sealants, fixings, and access systems. It verifies approved drawings, product certifications, warranties, type and site test reports, inspection records, and O&amp;M; manuals without delving into unrelated trades or performing new physical tests. By ensuring every certificate is valid, every result meets the approved project specifications and authority requirements, and every batch number ties to installed locations, you reduce rework, avoid water ingress and air leakage risks, prevent warranty disputes, and satisfy client and regulatory audits. Use this tool to drive a consistent, traceable, and signable closeout process across zones and elevations. Start in interactive mode to tick items, attach evidence, add comments, and export the complete record as PDF/Excel with a QR-secured index for verification.</p>	<p>1. Preparation: Gather the project register, latest transmittals, test reports, warranties, and O&amp;M; drafts. Set up access to the common data environment. Have a laptop/tablet, camera for evidence photos, and calibrated instrument IDs for cross-referencing. 2. Configure the checklist: Import deliverables from your register, assign responsible parties, and set due dates. Enable mandatory evidence fields (PDFs, photos, signatures) and define acceptance notes referencing approved project specifications. 3. Using the Interactive Checklist: Start interactive mode, work section-by-section, tick items, add comments, and attach evidence. Use the QR link to verify document authenticity and quickly open relevant folders in the data environment. 4. Ensure traceability: Map batch and serial numbers to zones/elevations using the traceability template. Cross-check certificates against labels shown in photos. Flag mismatches and request clarifications within the comment thread. 5. Review and resolve: Filter for open or rejected items, notify responsible parties, and track responses. Verify corrective uploads address the gap and maintain a clear approval trail with dates and digital acknowledgements. 6. Sign-Off: Collect digital signatures from contractor, consultant, and client. Export the final dossier as PDF/Excel, including the index and evidence list. Archive in the CDE and publish a QR-authenticated cover page.</p>