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Inspect Façade Access Clearances & Safety Signage Checklist

Inspect façade maintenance access clearances and safety signage with an interactive checklist that is commentable and can export as PDF/Excel for safe, compliant work at height.

Project:

Date:

Filled by:

Access Routes and Clearances

1	Measure access corridor clear width from building entry to roof hatch using a steel tape; acceptance: matches approved drawings and authority requirements; attach a photo showing the tape reading and location tag.
2	Check headroom along the entire route with a telescopic measuring rod; acceptance: not less than specified height without protrusions; capture photos at lowest points and note coordinates.
3	Operate doorways, hatches, and gates to confirm they open fully without blocking egress; record minimum clear opening in millimetres; upload video/photo and asset label.
4	Assess floor slip resistance on approach areas using a portable tribometer; acceptance: readings meet project specification; log measured values and surface condition photos.
5	Confirm lighting levels along the route using a calibrated lux meter at floor level; acceptance: illuminance meets specification; upload meter display photo with timestamp and location.

Roof Edge and Anchor Clearances

6	Measure setback distance from roof edge to designated walking line using a steel tape; acceptance: equals or exceeds specified setback; provide photo with measurement and chalk mark.
7	Verify lateral clearance along horizontal lifeline paths with tape and chalk; acceptance: clear zone per approved project specifications; photograph the marked path and dimensions.
8	Confirm rotation and connection clearance around fall-arrest anchors by sweeping a measuring rope cut to the required radius; acceptance: no obstructions within the radius; record photos and anchor ID.
9	Check parapet and guardrail free height and toe-board clearance using a ruler gauge; acceptance: dimensions meet approved drawings; document close-up measurements and overall context.
10	Ensure skylights and other fragile surfaces are protected with barriers at the required stand-off; acceptance: intact, stable, and signed; capture photos of barrier condition and warning label.

Equipment Approach and Operation Clearances

11	Confirm BMU parking and slewing envelope is free of obstructions via walkdown and overlay on the O&M; plan; acceptance: envelope matches manufacturer data; attach geotagged photos.
12	Measure clear distance around davit bases and tieback anchors using a steel tape; acceptance: unobstructed rigging area per manufacturer; upload measurements and anchor serial plates.
13	Verify cradle or swing-stage launch path with a plumb line drop from the parapet; acceptance: no snags or clashes; capture video/photo and mark clearance on the coping.
14	Trace hoist power and lifeline routing to avoid sharp edges and pinch points; acceptance: protected by rollers/guards where needed; provide before/after photos and notes.
15	Assess counterweight staging area with load spreaders positioned per plan; acceptance: stable, level, and signed; mark the footprint with tape/paint and capture supervisor initials.

Safety Signage Content and Placement

16	Verify hazard warning signs at roof edges, skylights, and openings use correct pictograms and SI units; acceptance: mounted at eye level and weather-resistant; provide context and close-up photos.
17	Check load rating signage on anchors, davits, and BMU states capacity in kN and equipment IDs; acceptance: matches certificates; upload label photo and certificate snippet.
18	Confirm access-control signs at hatches and gates state authorization, required PPE, and contact details; acceptance: legible from approach; provide photos from 2–3 metres distance.
19	Test QR code signage linking to O&M; manuals and rescue plans using a smartphone; acceptance: correct destination and accessibility; attach screenshot and note test time.
20	Inspect emergency/muster signage near anchor zones for arrow direction and route clarity; acceptance: points to the shortest safe route; photo with compass direction annotated.

Documentation and Administrative Controls

21	Cross-check as-built drawings for clearance dimensions and signage locations against site using a laser distance meter; acceptance: field matches drawings; upload redlined plans.
22	Record temporary obstructions and install barriers and detour signage; acceptance: approved by manager/permit; provide photos, barrier tags, and digital sign-off.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade maintenance access clearances and safety signage to ensure technicians reach and operate façade systems without conflict or confusion. This checklist focuses on façade access routes, building maintenance unit (BMU) clearances, roof edge protection, and fall protection signage that enables safe, efficient work at height. It excludes façade finishes, structural integrity, and general building safety not related to access or signage. By verifying approach widths, headroom, anchor and davit envelopes, swing-stage launch paths, and accurate, durable hazard communication, teams reduce collision risks, entanglement, falls, and misloads. You will confirm conformity to approved project specifications and authority requirements, reconcile site conditions to as-built drawings, and capture auditable evidence including measurements, photos, and equipment IDs. Use this as a pre-task barrier before permit-to-work issuance or revalidation following site changes. Start in interactive mode to tick items, add comments, and export a signed record as PDF or Excel—complete with a QR code for quick retrieval.	1. Confirm permit-to-work, weather suitability, and roof access authorization; brief the team on hazards and emergency procedures before starting the inspection. 2. Gather tools: steel tape, laser distance meter, telescopic rod, plumb line, lux meter, smartphone/tablet, marker/chalk, PPE including harness, helmet, gloves, and hi-vis. 3. Set controls: isolate BMU power if required, deploy cones and temporary edge markers, and ensure communication devices are charged and tested. 4. Open the interactive checklist, select the asset or area, enable time/GPS stamps, and preload relevant drawings or O&M; documents. 5. Capture measurements with photos in frame, annotate findings, add comments, and @mention responsible parties for clashes or missing signage. 6. Scan QR codes on equipment to auto-fill IDs and access certificates; attach screenshots confirming correct document retrieval. 7. Review open items, prioritize by risk, and set due dates and assignees; request confirmations or mitigations as needed. 8. Generate export as PDF/Excel, collect digital signatures from inspector and supervisor, and distribute to stakeholders. 9. Archive the signed record in the document system; ensure the site QR points to the latest approved version.