



Inspect façade submittals & samples before procurement

Inspect façade material submittals and approved samples before procurement with an interactive checklist that's commentable and export as PDF/Excel, ensuring compliance and traceable approvals.

Project:

Date:

Filled by:

Submittal Completeness and Administration

1	Log and verify all required façade submittals prior to purchase.
2	Verify vendor submittal index matches specification sections; method: cross-check matrix; acceptance: no missing items; evidence: annotated index PDF and reviewer initials.
3	Confirm latest drawing revisions on shop drawings; method: compare revision clouds to design set; acceptance: revisions current; evidence: marked-up drawing and revision log screenshot.
4	Check manufacturer product data sheets' issue dates; method: review PDFs; acceptance: current within 12 months; evidence: saved files with date tags and reviewer sign-off.

Technical Compliance to Specifications

5	Compare specified materials to proposed equals; method: compliance matrix; acceptance: no deviations unless approved; evidence: matrix signed by designer and contractor.
6	Verify metal thickness and grade; method: caliper/micrometer on samples; acceptance: within ± 0.5 mm of spec; evidence: measurement photos and readings.
7	Check coating system and colour code; method: manufacturer confirmation; acceptance: product/colour exactly matches schedule; evidence: data sheet highlight and supplier confirmation email.
8	Assess accessory compatibility (fasteners, brackets, membranes); method: corrosion/compatibility chart; acceptance: no galvanic incompatibility; evidence: chart excerpt and component list.

Approved Samples Verification

9	Confirm samples are from proposed production line; method: label cross-check to manufacturer; acceptance: batch traceable; evidence: photos of labels with batch/lot IDs recorded.
10	Validate color against control sample; method: calibrated colorimeter; acceptance: $\Delta E \leq 2$ from control; evidence: instrument reading and side-by-side photo.
11	Measure gloss level; method: gloss meter at 60°; acceptance: within ± 5 gloss units of control; evidence: readings log and photo.
12	Check panel flatness and edge quality; method: straightedge and visual; acceptance: flatness deviation ≤ 1.0 mm over 1 m, edges clean; evidence: photos with straightedge.

Performance, Sustainability, and Compliance Documents	
13	Verify fire performance classification report matches exact build■up; method: review assembly details; acceptance: meets project requirements; evidence: highlighted report and reviewer initials.
14	Review weather■resistance and structural test summaries; method: compare test configurations; acceptance: equal or more onerous than project; evidence: summary table and approval note.
15	Confirm warranties meet terms; method: manufacturer letter; acceptance: duration and scope per spec; evidence: signed warranty draft filed.
16	Check SDS and EPD/eco declarations; method: document review; acceptance: complete and current; evidence: PDFs stored with version control and sign-off.

Traceability, Coordination, and Approvals	
17	Align with approved mock■up; method: photo comparison and sample ID match; acceptance: finish/texture consistent; evidence: montage images with annotations.
18	Verify interface details with adjacent trades; method: coordinated shop drawings; acceptance: continuous air/water barriers; evidence: signed coordination drawing and comments.
19	Confirm lead times versus programme; method: supplier letter and schedule; acceptance: float ≥ 10 working days; evidence: schedule extract and email confirmation.
20	Obtain formal design/owner approvals; method: digital signatures; acceptance: architect/engineer approvals recorded; evidence: approved submittal stamp and audit trail.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade material submittals and approved samples before procurement to confirm the selected products meet project performance, appearance, and compliance requirements prior to purchase orders. This pre■award façade submittal review aligns shop drawings, technical data sheets, warranties, and quality documents with the specification, while sample verification confirms color, gloss, texture, and dimensional fidelity. By resolving gaps early, teams avoid nonconforming deliveries, change orders, and schedule risk. The checklist focuses on cladding panels, rainscreen systems, sealants, insulation, sub■framing, fasteners, and coatings at the document and sample stage only, not installation. It covers mock■up alignment, material compatibility, traceability, and third■party test evidence per approved project specifications and authority requirements. Use this interactive tool to assign reviewers, capture photos and readings, log batch IDs, and formalize approvals. Tick items, add comments, and export results as PDF/Excel with a secure QR for audit.	1. Preparation: gather specification sections, latest drawings, approved control samples, vendor submittals, calibrated calipers, colorimeter, gloss meter, camera, and the procurement schedule. Ensure neutral lighting and clean surfaces for sample comparisons. 2. Open the interactive checklist, assign reviewers to groups (technical, samples, compliance), and upload supporting documents. Link each item to files or photos and set due dates aligned with procurement milestones. 3. Using interactive mode: tick items as verified, add comments with measurements or findings, and attach evidence. Mention stakeholders with @ to resolve clarifications quickly and request revised documents when needed. 4. Export and share: generate an audit■ready PDF/Excel package that includes photos, readings, batch labels, and decisions. Share the file and QR link with the contractor, supplier, and design team for confirmation. 5. Sign■off and archive: capture digital signatures from QA/QC, designer, and owner reps. Lock the checklist, store it in the project archive, and retain the QR code for future verification.