



# Inspect façade O&M; manuals, warranties at closeout

Inspect façade O&M; manuals, warranties, and maintenance guidance at closeout — interactive checklist, commentable, export as PDF/Excel for complete handover.

Project:
Date:
Filled by:

## Document Control and Indexing

1	Confirm final façade O&M; manual index matches the approved submittal log using a side-by-side comparison. Acceptance: one-to-one correspondence with section numbers and titles. Evidence: annotated index PDF and signed checklist entry.
2	Verify digital formats meet archival requirements: PDF/A-1b for manuals and native DWG/IFC for drawings/BIM. Method: check file properties and validators. Acceptance: correct formats without encryption. Evidence: screenshots of file properties and validator reports.
3	Check revision numbers and date stamps are consistent across covers, TOCs, and headers. Method: sample 10% of sections. Acceptance: latest revision throughout, issued prior to handover. Evidence: photos/screenshots of representative pages with dates highlighted.
4	Ensure serial/model and batch/lot numbers are recorded for anchors, brackets, sealants, gaskets, and IGUs. Method: cross-check delivery dockets and labels. Acceptance: traceable IDs for major façade components. Evidence: label photos and consolidated asset register.

## O&M; Manuals Review

5	Verify operable windows/vents procedures include torque settings, stroke limits, and emergency override. Method: compare to manufacturer data sheets. Acceptance: values stated in SI units with safety notes. Evidence: annotated page references and manufacturer confirmation email.
6	Confirm cleaning procedures specify approved detergents, acceptable pH (6–8), and maximum pressure $\leq 4$ MPa for washing. Method: review care instructions. Acceptance: named products or types and test patch guidance. Evidence: excerpt with highlighted limits and product SDS links.
7	Review replacement parts list for hardware, gaskets, and sealants including part numbers and suppliers. Method: check completeness against elevations and schedules. Acceptance: each asset has serviceable spares identified. Evidence: parts table and vendor contact sheets.
8	Check as-built façade drawings legibility and scale (1:20 typical details, 1:5 critical interfaces). Method: print-to-scale test. Acceptance: readable dimensions and section references. Evidence: scaled print snapshot with measured dimension verification.

Warranties Verification	
9	Compile a warranty matrix listing component, provider, duration (years), start trigger, coverage, and exclusions. Method: extract from letters and contract. Acceptance: no scope gaps or overlaps. Evidence: signed matrix by GC and owner.
10	Verify manufacturer warranties are on letterhead, signed, and assignable to the owner. Method: check legal names, project ID, and address. Acceptance: correct entity names and assignment clause. Evidence: executed PDFs and transmittal log.
11	Confirm installer workmanship warranty duration aligns with approved project specifications and authority requirements. Method: compare to contract. Acceptance: stated term with start date and remedy terms. Evidence: contractor letter with countersignature.
12	Validate maintenance prerequisites (e.g., annual inspections, cleaning frequency) are practical and reflected in FM plans. Method: cross-reference to PM schedule. Acceptance: all conditions mapped to tasks. Evidence: linkage table and PM schedule export.

Maintenance Guidance Evaluation	
13	Check preventive maintenance schedules define task, method, interval (monthly/quarterly/annually), and skill level. Method: review maintenance tables. Acceptance: no undefined intervals or vague tasks. Evidence: calendar export with task IDs.
14	Verify access methods (BMU, rope access, MEWP) include equipment ratings and tie-back anchor capacities in kN. Method: review calculations and certificates. Acceptance: documented loads and inspection cycles. Evidence: certificates and marked roof plan photos.
15	Ensure sealant inspection criteria include bead width tolerance $\pm 2$ mm and adhesion test frequency (e.g., annually). Method: review test methods. Acceptance: defined actions for defects. Evidence: inspection template and sample photos.
16	Confirm spare parts and consumables for two years are listed and delivered. Method: compare list to inventory receipts. Acceptance: quantities match; storage conditions stated. Evidence: delivery notes, photos, and inventory register.

Closeout Deliverables and Handover	
17	Validate FM training occurred covering façade operation, emergency procedures, and safe access. Method: review agenda and materials. Acceptance: attendee list with signatures and date. Evidence: sign-in sheet and training recording link.
18	Ensure contact directory includes manufacturer, installer, and service agents with 24/7 numbers. Method: place-call spot check. Acceptance: two successful call tests. Evidence: time-stamped call log and directory PDF.
19	Confirm digital folder structure matches owner standard: consistent naming, no orphan files. Method: run folder audit. Acceptance: zero critical findings. Evidence: file tree screenshot and audit report.
20	Obtain owner's formal acceptance of façade O&M; closeout package. Method: issue transmittal for signature. Acceptance: signed transmittal noting deviations and actions. Evidence: countersigned form stored in DMS.

**Comments:**

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect façade O&amp;M; manuals, warranties, and maintenance guidance at closeout is the critical final quality gate for building envelopes. This checklist focuses on operation and maintenance manuals, warranty verification, and practical maintenance instructions that facilities teams will rely on. It covers document control, versioning, and traceability; warranty terms and responsibilities; and preventive maintenance procedures, tools, and safe access methods. By aligning closeout documentation with as-built façade conditions and the approved project specifications and authority requirements, you reduce post-handover risk, avoid avoidable warranty disputes, and enable efficient long-term operations. The outcome is a complete, usable closeout set: searchable O&amp;M; manuals, a validated warranty matrix, and actionable maintenance plans that accommodate BMU, rope access, or MEWP strategies and safe cleaning practices. Use this interactive checklist to coordinate contractors, manufacturers, and owners, capture evidence, and lock in accountability. Start interactive mode to tick items, add comments, and export PDF/Excel with a QR-secured audit trail.</p>	<p>1. Preparation: gather the submittal log, contract specifications, executed warranty letters, as-built drawings, SDS, training materials, and owner folder standards. Tools: laptop, PDF editor, BIM/DWG viewer, camera/smartphone, and stable internet. 2. Enter project metadata (project name, contract ID, building, date) and upload the façade O&amp;M; folders to the workspace. Assign reviewers for manuals, warranties, and maintenance sections. 3. Using the Interactive Checklist: start interactive mode, tick items as verified, attach photos/screenshots, and insert page references. Use comments to flag issues and tag responsible parties. 4. Coordinate actions: convert comments to tasks with due dates, request revised pages from contractors or manufacturers, and recheck items once updates are received. 5. Export: generate a QR-secured PDF/Excel export showing statuses, evidence links, and signatures. Share with stakeholders for concurrent review and acceptance. 6. Sign-Off: collect digital signatures from contractor, installer, manufacturer, and owner. Archive the final, QR-authenticated package in the document management system.</p>