



Generated file by QChecklists
<https://quollnet.com>

Inspect façade setting-out lines & benchmarks | Pre-install

Inspect façade setting-out lines and benchmarks before installation with an interactive checklist, commentable and able to export as PDF/Excel, boosting accuracy, traceability, and approvals.

Project:

Date:

Filled by:

Pre-survey Controls

1	Confirm calibration certificates for total station, digital level, and laser are in date; acceptance: current and traceable. Evidence: photos of certificates with instrument serial numbers.
2	Review approved setting-out drawings, control coordinates, and grid references; acceptance: latest revision verified. Evidence: drawing numbers logged and revision stamps photographed.
3	Resection/backsight to primary control points; acceptance: horizontal residual ≤ 5 mm, vertical ≤ 3 mm. Evidence: instrument resection report attached.
4	Select stable instrument setups away from heat shimmer and vibration; use heavy-duty tripod. Evidence: setup photos and brief weather/visibility note recorded.

Benchmarks and Datums

5	Level check permanent benchmarks in a closed loop using digital level; acceptance: closure ≤ 3 mm for loop ≤ 100 m. Evidence: level book or digital log uploaded.
6	Establish façade elevation datum per drawing (e.g., FFL + datum); acceptance: ± 2 mm. Evidence: marked datum (paint/engraved) with photo and coordinates.
7	Protect benchmarks and datums with covers/boxes and tag IDs; acceptance: clearly labeled and durable. Evidence: photos and tag list recorded.
8	Cross-check datum transfer with rotary laser across working area; acceptance: readings within 2 mm. Evidence: laser readings snapshot and cross-check sheet.

Setting-Out Lines Verification

9	Transfer building gridlines to façade face with total station; acceptance: offset to design within ± 3 mm. Evidence: as-built coordinate file (.csv/.dxf) uploaded.
10	Establish horizontal control lines (chalk/tape) for bracket rows; acceptance: straightness deviation ≤ 2 mm over 10 m. Evidence: stringline check photo with ruler.
11	Verify edge-of-slab to façade reference offset every 10 m; acceptance: ± 5 mm. Evidence: measurement log with start/end chainages and photos.
12	Mark mullion centerline points at each anchor position; acceptance: within ± 3 mm of design. Evidence: tagged points photographed and station/offset noted.

Verticality and Plumb Control	
13	Shoot plumb control using laser plummet or total station; acceptance: variation ≤ 2 mm over 3 m. Evidence: plumb report and close-up photos at reference marks.
14	Check story-to-story vertical alignment along full drop; acceptance: cumulative drift ≤ 5 mm over 30 m. Evidence: vertical traverse data attached.
15	Survey substrate out-of-plane using 2 m straightedge and feeler gauges; acceptance: ± 4 mm over 2 m. Evidence: gauge reading photos at representative spots.
16	Identify protrusions/clashes (beams, sleeves) against control lines; acceptance: zero conflict with façade line. Evidence: clash sketch with dimensions and photos.

Tolerances and Adjustments	
17	Confirm bracket/anchor adjustability covers measured deviations; acceptance: ≥ 5 mm reserve adjustment remaining. Evidence: datasheet extract and calc note.
18	Verify control batten/tape fixing at splices and corners; acceptance: gap ≤ 1 mm and secure. Evidence: close-up photos with scale.
19	Reconcile grid with panel/module; acceptance: cumulative closure $\leq$ half joint width. Evidence: annotated overlay of grid vs module uploaded.
20	Confirm movement joints and allowances referenced to benchmarks; acceptance: dimensions per drawings. Evidence: measured dimensions recorded with photos.

Documentation and Handover	
21	Upload raw survey files (.csv/.job/.dxf) and coordinate system notes; acceptance: complete, readable, and named to standard. Evidence: file list screenshot.
22	Attach marked-up photos showing lines, datums, and tags; acceptance: clear, labeled, and time-stamped. Evidence: photo set in gallery.
23	Capture approvals from surveyor and façade supervisor; acceptance: digital signatures recorded. Evidence: signed inspection record in platform.
24	Post QR-coded control plan at workface; acceptance: scan opens latest issue. Evidence: QR test screenshot and location photo.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade setting-out lines and benchmarks before installation is the essential pre-installation survey validation that protects façade accuracy. This checklist focuses on survey control, grid transfer, vertical alignment, and datums for cladding and curtain wall start-up. It helps teams verify control points, confirm horizontal and vertical lines, check offsets and plumb, and secure permanent benchmarks. By resolving discrepancies early, you avoid misaligned brackets, uneven joints, glazing stress, water ingress pathways, and costly rework. The scope stops before installing brackets or frames; it strictly covers setting-out verification, documentation, and sign-off per approved project specifications and authority requirements. Practical tolerances, methods, and evidence capture are emphasized, using calibrated total stations, digital levels, lasers, and straightedges. Outputs include as-built files, marked references, and approvals that let installation start confidently. Use this interactive checklist to tick items, add comments, attach measurements and photos, and export as PDF/Excel with a QR for verification.	1. Preparation: gather calibrated total station, digital level, laser, 2 m straightedge, tapes, markers, approved drawings, and access permits. Brief the surveyor and façade lead on scope and tolerances. 2. Open the interactive checklist on site, select project, location, and elevation/drop. Enable time-stamping and attach the latest drawings to the inspection record. 3. Work through items in order, entering readings and attaching photos, sketches, and raw survey files. Use consistent units (mm, m) and name files to the project standard. 4. Use comments to flag discrepancies, tag responsible parties, and propose corrective actions. Link comments to specific points, chainages, or coordinates. 5. Review all entries, then export the record to PDF/Excel for distribution. The export includes photos, signatures, and a QR code for verification. 6. Sign-off: capture digital signatures from the surveyor and façade supervisor. Share the report with stakeholders and archive it in the CDE for traceability.