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Inspect Horizontal Sunshade Alignment & Projection Tolerance

Inspect horizontal sunshade alignment and projection tolerance with an interactive checklist that’s commentable and can export as PDF/Excel. Capture measurements, photos, and sign-offs.

Project:
Date:
Filled by:

Preparation and Controls	
1	Review approved drawings to identify design projection L, datum lines, grid references, and specified tolerances; note special corner or transition details for targeted checks.
2	Verify calibration certificates of laser level, digital level, laser distance meter, and total station; record serial numbers, calibration dates, and responsible party signatures.
3	Establish horizontal datum line on façade using total station; mark control points every 3–6 m; photo each mark with tape measure reference.
4	Confirm environmental conditions suitable for measurement: wind < 8 m/s, surfaces dry, temperature within tool operating range; log conditions in checklist.

Alignment Verification	
5	Check blade levelness with digital level (1 m base); acceptance: slope 0.0% ± 0.2% unless otherwise specified; attach level reading photo.
6	Verify straightness along blade front edge using laser line or tight stringline over 3 m; acceptance: deviation ≤ ±3 mm; record max gap with feeler gauge.
7	Confirm vertical spacing between stacked horizontal sunshades against drawings using steel tape; acceptance: spacing within ±3 mm; capture measurement at both ends and mid-span.
8	Assess cumulative alignment across elevation with total station shots at ends and each grid; acceptance: drift ≤ ±5 mm over 20 m; upload station report.

Projection Measurement	
9	Measure projection from façade reference plane to blade leading edge at left, mid, right using laser distance meter; acceptance: L ± 5 mm; record three readings.
10	Use calibrated gauge block/spacer matching design L to perform rapid projection checks at every bracket; acceptance: snug fit without force; photo any outliers.
11	Check uniform projection alignment across adjacent bays with stretched line at leading edges; acceptance: visible offset ≤ 3 mm; document with oblique photo.
12	Verify corner and return conditions: projection continuity around corners per detail; acceptance: variance ≤ ±4 mm; annotate drawing with actuals.

Fixings and Supports	
13	Inspect bracket plumb and seatings with spirit level and square; acceptance: bracket face out-of-square ≤ 1 mm per 100 mm; photo before blade install.
14	Confirm shim/pack thickness matches as-built projection corrections; acceptance: total shim stack ≤ 6 mm unless detailed otherwise; record location and thickness.
15	Verify fastener torque using calibrated torque wrench per manufacturer; acceptance: within specified range; record torque values and lot numbers.
16	Ensure thermal movement slots are centered after alignment so projection remains within tolerance through temperature swings; photo slot position and clearances.

Alignment Verification	
17	Check joint alignment between successive blades; acceptance: step ≤ 2 mm at joints; capture close-up photo with scale.

Projection Measurement	
18	Reconfirm projection after final tightening (settlement check) at representative bays; acceptance: remains within L ± 5 mm; log pre/post values.

Alignment Verification	
19	Conduct sightline inspection at 5–10 m viewing distance under raking light; acceptance: no visible kinks or waves; upload annotated photos.

Documentation and Handover	
20	Update as-built drawing with measured projections and alignment deviations; include station reports, tool certificates, and photo index.
21	Record nonconformities and corrective actions with dates, approvers, and retest evidence; close out per approved project specifications and authority requirements.
22	Obtain digital sign-offs from installer, QA/QC, and consultant; export checklist as PDF/Excel and attach QR-authenticated link.

Preparation and Controls	
23	Confirm reference to façade control grid and story levels with independent cross-check by a second inspector; sign dual verification section.

Fixings and Supports	
24	Verify end-of-run terminations maintain design projection and alignment with closure caps; acceptance: variance ≤ ±3 mm; photograph final condition.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect horizontal sunshade alignment and projection tolerance to keep façades true, consistent, and within project limits. This checklist focuses on horizontal shading elements—such as louvers, fins, and overhang blades—verifying levelness, straightness, uniform projection, and cumulative drift across the elevation. It excludes vertical screens, structural capacity checks, and unrelated façade components. Using calibrated tools, clear control lines, and repeatable methods, you will confirm that each unit matches the design intent and that long runs remain visually continuous. By catching millimetre-level errors early, you avoid rework, water traps, noisy joints, and uneven shadows that undermine performance and appearance. The outcome is a documented, defensible record of compliance per approved project specifications and authority requirements, including photos, readings, and sign-offs. Start in interactive mode to tick items, add comments where conditions vary, and export as PDF/Excel. Use the embedded QR to secure verification and streamline field-to-office communication.	1. Preparation: Gather approved drawings, digital level, laser/total station, laser distance meter, calibrated tape, gauge blocks, torque wrench, PPE, and marking tools. Confirm tool calibration dates and establish safe access to façades. 2. Set References: Create and verify horizontal/vertical datums and control points on the façade. Label each point clearly so multiple inspectors can replicate measurements consistently across bays and levels. 3. Using the Interactive Checklist: Start interactive mode, tick items as completed, enter numeric readings, attach geo-tagged photos, and add comments for variances or constraints. Generate issue tags for out-of-tolerance findings. 4. Export and Sign-Off: Obtain digital approvals, then export as PDF/Excel. Distribute to stakeholders and archive with drawings. Validate authenticity via the embedded QR code link.