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Inspect Operable Façade Vents: Alignment & Sealing Checklist

Inspect operable façade vents for alignment and sealing performance with an interactive checklist; commentable and export as PDF/Excel for compliant results.

Project:
Date:
Filled by:

Pre-Inspection Setup	
1	Confirm unit ID, location (gridline/elevation), and latest drawings/spec revisions match the installed operable vent; acceptance: correct unit per latest revision; evidence: photo of label and drawing excerpt.
2	Calibrate/verify tools (spirit level, steel rule, digital caliper ±0.02 mm, feeler gauges 0.05–1.00 mm, torque screwdriver, smoke pencil, anemometer ±0.05 m/s); acceptance: calibration in date; evidence: calibration log photo.
3	Clean tracks, seals, and contact surfaces of dust and debris; acceptance: visible surfaces debris-free; evidence: before/after photos with scale.
4	Record ambient conditions: wind speed (<5 m/s preferred), temperature, and dry façade; acceptance: conditions suitable for functional and smoke tests; evidence: site weather log screenshot or meter reading photo.

Frame and Hinge Alignment	
5	Check frame plumb and level using 600 mm spirit level; acceptance: deviation ≤2 mm per 1 m, max 3 mm overall; evidence: photos of bubble with ruler reference.
6	Measure frame opening diagonals (corner-to-corner) with steel tape; acceptance: diagonal difference ≤3 mm; evidence: recorded measurements and photo at tape ends.
7	Inspect hinge axis straightness and bracket positions against drawings; acceptance: hinge centerline offset ≤1 mm, spacing per schedule; evidence: close-up photos and marked measurements.
8	Verify frame fixings: quantity, embedment, and torque per approved project specifications and authority requirements; acceptance: all fixings tight, torque within hardware spec; evidence: torque reading and fixings photo.
9	Assess hinge play/backlash by lifting closed sash edge lightly; acceptance: vertical play ≤1 mm at leaf edge; evidence: video showing gauge reference.

Sash/Leaf Alignment	
10	Measure reveal gaps at head, jambs, and sill with feeler gauges; acceptance: uniform 2–4 mm, variation ≤1 mm around perimeter; evidence: photos with gauge thickness visible.
11	Verify lock/espagnolette engagement with strike plates using marker transfer; acceptance: full, centered contact, misalignment ≤0.5 mm; evidence: ink transfer photo on strikes.
12	Confirm opening angle/clearances: operate to full specified travel; acceptance: no binding, minimum 2 mm free clearance to frame/finishes; evidence: photo of maximum opening with ruler.
13	Cycle the operable vent 10 times; acceptance: smooth operation without scraping, grinding, or latch bounce; evidence: short video and cycle count noted.

Sealing Components	
14	Inspect perimeter gaskets (EPDM/TPV) for continuity, correct profile, and undamaged corners; acceptance: no cuts, gaps, or pulled joints; evidence: close-up photos at all corners.
15	Check gasket seating and adhesion/backing in carriers; acceptance: fully seated, no twists or kinks; evidence: macro photos along 200 mm intervals.
16	Measure gasket compression with feeler gauges at closed sash; acceptance: no gauge ≥0.10 mm inserts past contact line; evidence: readings logged every 200 mm with photos.
17	Inspect frame-to-wall sealant ends and terminations; acceptance: continuous bead, no voids >2 mm, adhesion both sides; evidence: photos with scale and bead continuity marks.
18	Verify drainage/weep paths are open by dosing 200 mL water at sill; acceptance: free discharge within 60 s and no internal wetting; evidence: video and timestamp.

Operational Sealing Performance	
19	Sweep smoke pencil along entire closed perimeter (inside face); acceptance: no sustained inward smoke deflection; evidence: continuous video showing corners and latch areas.
20	Spot-test suspected gaps with anemometer; acceptance: airflow ≤0.10 m/s at 50 Pa (if pressure source available) or negligible at ambient; evidence: readings and test pressure noted.
21	Perform paper pull test at head, jambs, and sill; acceptance: consistent resistance around perimeter; evidence: photo of paper placement and pass/fail notes.
22	If permitted by project documents, conduct localized spray at 3 L/min·m for 5 min; acceptance: no water ingress; evidence: video, flow verification, and authorization reference.

Documentation and Sign-Off	
23	Record all measurements, deviations, and corrective actions; reference per approved project specifications and authority requirements; acceptance: issues tracked to closure; evidence: punch items with responsible party and due date.
24	Capture final as-left photos (overall and details) and upload unit ID, elevation, and gridline; acceptance: clear, geotagged/time-stamped media; evidence: image set linked to checklist item.
25	Obtain digital signatures from inspector and contractor; distribute report to stakeholders; acceptance: signed PDF/Excel export with QR authentication; evidence: archived file location and QR link.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect operable façade vents for alignment and sealing performance to ensure each unit closes true, compresses gaskets uniformly, and limits air and water ingress. This checklist focuses on operable vents, façade louvers, and vented sashes installed in curtain wall or window systems. You will verify frame plumb and level, sash alignment, uniform reveal gaps, gasket continuity and compression, and evidence of sealing performance using practical site methods such as feeler gauges, smoke pencils, and light anemometry. The scope excludes fixed glazing, full-window water penetration standards testing, or HVAC balancing; where formal testing is required, proceed per approved project specifications and authority requirements. Following these steps reduces callbacks, improves occupant comfort, and helps deliver an airtight, watertight building envelope. Use the interactive checklist to capture calibrated measurements, photos with scales, videos of smoke tests, and digital sign-offs. Start interactive mode, tick items, add comments, and export PDF/Excel with a QR link for authenticated records.	1. Preparation: gather calibrated tools (spirit level, tape, caliper, feeler gauges, torque driver, smoke pencil, anemometer), PPE, drawing set, and access equipment. Confirm weather conditions suit functional and smoke tests. 2. Open the checklist, select project, elevation, and unit ID. Review acceptance tolerances and required evidence types before starting the walk. 3. Using the Interactive Checklist: switch to interactive mode, tick items as completed, attach photos/videos, and record measurements directly in the fields. 4. Add comments for defects, propose corrective actions, and tag responsible parties with due dates. Link items to drawing references or detail numbers. 5. After adjustments, retest only affected items and append as-left evidence. Mark each corrected item as closed with final readings. 6. Export to PDF/Excel, including media links and a QR code for authentication and quick mobile access on site. 7. Sign-Off: apply digital signatures from inspector and contractor, distribute to stakeholders, and archive the QR-authenticated report in the project folder.