



Inspect Punched Window Frame Installation: Alignment & Fixing

Inspect punched window frame installation for alignment and fixing with an interactive, commentable checklist that exports as PDF/Excel. Ensure plumb, square.

Project:

Date:

Filled by:

Pre-Installation Conditions

1	Measure rough opening width/height at top, middle, bottom with a steel tape; confirm design clearance allows a 10 ± 2 mm perimeter joint each side/head; record readings and capture a photo of the measurement points.
2	Check substrate plumb/level and flatness using a 2 m straightedge and laser; deviation ≤ 3 mm over 2 m; mark high spots; photograph straightedge contact to evidence acceptance.
3	Confirm substrate is clean, dry, and primed where required; no loose mortar, dust, or moisture; record primer product and cure time; add photos of prepared opening corners and sill.
4	Verify frame type, orientation/handing, finish, and ID match approved shop drawings; check for transit damage; photograph frame label and any blemishes before installation.

Frame Alignment and Squareness

5	Set frame in opening and check jamb plumb with a calibrated laser or digital level; tolerance ≤ 2 mm per 1 m, ≤ 3 mm overall; log readings and attach device calibration certificate.
6	Verify head and sill level using a 1 m spirit level; tolerance ≤ 2 mm per 1 m; take a close-up photo of the bubble at head and sill for evidence.
7	Measure diagonals corner-to-corner; diagonal difference ≤ 3 mm; capture photos of tape positions and enter both diagonal measurements in the checklist.
8	Check frame face plane alignment to adjacent façade with a straightedge; deviation ≤ 2 mm across frame; record result and photograph straightedge contact at mid-span.

Anchorage and Fixings

9	Confirm anchor type, size, corrosion resistance, and edge distances per approved project specifications and shop drawings; photograph packaging/labels and one measured edge distance.
10	Install temporary clamps/braces to hold alignment during drilling/fastening; verify no frame bowing; photo showing brace placement and frame readings before/after.
11	Tighten mechanical anchors using a calibrated torque wrench to the manufacturer's specified torque; record N·m achieved for each anchor and attach calibration certificate photo.
12	Verify minimum number and spacing of fixings match shop drawings; confirm hole quality and embedment per specification; mark fixing locations on a photo or sketch and upload.

Perimeter Gaps and Shims	
13	Place non-compressible, full-bearing shims at anchors and load points; stack ≤ 3 layers, total thickness ≤ 10 mm; photograph shim material and positions before cover-up.
14	Maintain uniform clearance gap 10 ± 2 mm at both jambs and head using feeler gauges; record actual gaps at three heights per side and attach photos.
15	Set sill with outward fall $1.5\% \pm 0.5\%$ for drainage; verify with a digital inclinometer; capture reading photo and confirm slope direction arrows on image.
16	Isolate dissimilar metals with compatible separation tape/pads per specification to avoid galvanic corrosion; photograph installed isolation at at least two locations.

Weatherproofing and Interfaces	
17	Install closed-cell backer rod sized 25–30% larger than joint; avoid three-sided adhesion; photograph joint preparation showing backer rod depth and continuity.
18	Apply sealant per manufacturer's instructions; smooth to a uniform concave profile; final width/depth per specification (minimum 6 mm); record product, batch, and expiry; add bead close-up photos.
19	Confirm sill weeps/drainage paths are unobstructed; verify end dams/closures installed; perform a 0.5 L controlled water pour test—no interior leakage; record result and photos.
20	Tie air/water barrier to frame flanges with specified laps (≥ 100 mm) and tapes/adhesives; photograph continuous laps at jamb-head-sill transitions.

Documentation and Handover	
21	Label frame with ID, grid line, level, and install date on a durable tag; take a context photo showing tag and surrounding façade.
22	Capture as-built photos: each corner, typical anchor, shim, joint, sill weeps, and the full elevation; upload to the checklist gallery.
23	Record installer and inspector names, approvals, and any deviations with referenced NCRs; obtain digital signatures within the checklist.
24	Trim protective film 10 mm back from sealant edges on application day; remove remaining film after cure; dispose offcuts; attach photos confirming clean edges.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect punched window frame installation for alignment and fixing is essential to ensure every framed opening sits plumb, level, square, and securely anchored. This window alignment inspection targets installed punched frames in masonry or concrete walls, focusing on frame alignment and fixing verification rather than glazing or operable hardware. By standardizing plumb and level checks, diagonal measurement for squareness, anchor and fastener control, and perimeter joint sizing, the process reduces air and water leakage risk, prevents frame distortion, and protects finishes. You will confirm anchor type and torque, shim bearing, sill fall for drainage, backer rod and sealant setup, and proper air/water barrier tie-ins per approved project specifications and authority requirements. Outcomes include durable performance, fewer callbacks, and robust photographic evidence ready for handover. Use this interactive tool to tick each requirement, add field comments, attach photos, and export your record as PDF/Excel—accessed and verified via a secure project QR code.	1. Preparation: Bring calibrated laser/spirit level, 2 m straightedge, torque wrench, feeler gauges, inclinometer, tape measure, camera-enabled device, approved drawings, and product data. Verify site access, lighting, and safe working platforms. 2. Open the project on your device, select building, elevation, and grid location, then create or choose the specific frame ID to begin inspection. 3. Start Interactive Mode to tick items as you go. Enter measured values directly where prompted for plumb, level, diagonals, gaps, slopes, and torque. 4. Attach photos to each item: close-ups of tools/readings, anchors, shims, weeps, and overall elevations. Add comments to clarify conditions or note deviations. 5. Flag nonconformances, assign corrective actions, and set due dates. Link NCR numbers and upload supporting manufacturer guidance or approvals. 6. Export the completed record to PDF/Excel, including photos, comments, and signatures. Share via the project's QR-secured link. 7. Sign-Off: Capture installer and inspector digital signatures. Distribute the report to stakeholders and archive it to the project folder.