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Inspect punched window opening dimensions before frame installation

Inspect punched window opening dimensions before frame installation with an interactive checklist. Commentable workflow, capture evidence, and export as PDF/Excel for authenticated, QR-secured approvals.

Project:

Date:

Filled by:

Drawings and References

1	Confirm latest approved elevations, shop drawings, and manufacturer data are issued for construction; capture title block photo and revision/date; acceptance: correct revision with approvals visible.
2	Verify opening ID and location against gridlines/levels using total station or tape; acceptance: location within ± 10 mm of layout; evidence: layout report or annotated photo.
3	Record nominal frame size and specified rough opening (RO) dimensions from drawings/manufacturer; evidence: checklist entry plus excerpt/photo of schedule.
4	Confirm required shim space and sealant joint target (e.g., 6–12 mm uniform); evidence: manufacturer note or detail reference attached.

Opening Geometry

5	Measure clear RO width at head, mid, and sill with Class II steel tape; acceptance: each reading within ± 5 mm of specified RO width; record three values and photo with tape.
6	Measure clear RO height left, center, and right with steel tape; acceptance: each reading within ± 5 mm of specified RO height; record three values and photo evidence.
7	Measure diagonals with tape/laser; acceptance: diagonal difference ≤ 5 mm; record both readings and attach annotated sketch/photo.
8	Check each jamb for plumb using 2 m spirit level or laser; acceptance: deviation ≤ 2 mm per 2 m; photo of bubble/laser target required.
9	Check head for level with 2 m level or laser line; acceptance: deviation ≤ 2 mm per 2 m; capture photo of reading.
10	Check sill for level and slope; acceptance: overall level ≤ 2 mm per 2 m and outward slope 2% $\pm 0.5\%$; evidence: level photo and slope calculation.
11	Verify corners are square with engineer's square; acceptance: gap under square ≤ 2 mm; if square corners required, corner radius ≤ 5 mm or rectify; photo evidence.
12	Confirm reveal depth/wall thickness supports anchors and embeds; measure at four sides with depth gauge; acceptance: within ± 5 mm of detail; record values and photo.

Substrate and Surfaces	
13	Check substrate flatness around perimeter using 2 m straightedge; acceptance: gaps ≤ 3 mm; mark high spots, grind/skim as needed; photo with straightedge.
14	Remove protrusions, loose mortar, shims, and debris; vacuum and brush clean; acceptance: clean, dry, sound surfaces; evidence: before/after photos.
15	Measure moisture at sill/substrate with pin meter; acceptance: $\leq 5\%$ or per sealant manufacturer; record reading, device model, and calibration date photo.
16	Inspect for cracks/spalls within 75 mm of edges; acceptance: none > 2 mm wide or compromising fastener zones; document photos; repair per approved method if exceeded.

Waterproofing and Interfaces	
17	Verify WRB/membrane returns at jambs and head are continuous; acceptance: laps ≥ 100 mm with sealed corners; evidence: close-up photos of seams.
18	Confirm sill pan or membrane installed and sloped to exterior; acceptance: slope $\geq 2\%$ with end-dam terminations intact; photo and water-drop test optional.
19	Check flashing/sealant compatibility; acceptance: materials documented as compatible; attach manufacturer datasheets and photo of labels.
20	Ensure weeps/drain paths are unobstructed; probe with 3 mm rod; acceptance: free passage achieved; photo of probe and path.
21	Confirm planned joint width supports 2:1 sealant profile post-install; acceptance: uniform 6–12 mm gap target achievable; record sample measurements.

Anchorage and Tolerances	
22	Verify embedded plates/inserts/anchors align per shop drawings; acceptance: position within ± 5 mm and correct quantity; evidence: measurements and annotated photos.
23	Measure edge distances at fastener zones; acceptance: meets or exceeds manufacturer minimum; record minimum measured value and attach datasheet excerpt.
24	Check substrate thickness at anchor points with depth gauge/borescope; acceptance: $\geq$ required embed depth + 5 mm; photo and readings required.
25	Confirm installation path and working clearance are unobstructed; acceptance: safe 1 m approach and 500 mm each side; evidence: contextual photos.

Documentation and Sign-Off	
26	Complete all measurement fields; tag nonconformances with IDs; upload corrective actions and retest results; evidence: filled checklist and NCR log.
27	Obtain digital sign-offs (installer, QA/QC, GC); export report as PDF/Excel with QR; distribute and archive per project procedures.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect punched window opening dimensions before frame installation defines the critical verification steps for rough opening checks before glazing frames arrive. This pre-installation review covers rough opening verification, window frame tolerance checks, and plumb-and-square assessments so frames seat correctly without force. You will measure width, height, diagonals, and reveals; verify head and sill levels; confirm substrate flatness; and inspect waterproofing returns, drainage paths, racked frames, failed sealant joints, and leaks that drive rework, schedule impacts, and warranty disputes. Acceptance cues are grounded in project shop drawings, manufacturer data, and field-proven tolerances, using practical tools such as steel tapes, laser distance meters, 2 m levels, and straightedges. Use this checklist to capture readings, photos with scales visible, and stakeholder approvals per approved project specifications and authority requirements. Start interactive mode to tick items, add comments, and export PDF/Excel with a QR.	1. Preparation: Gather Class II steel tape, laser distance meter, 2 m level, 2 m straightedge, depth gauge/borescope, pin moisture meter, chalk/markers, cleaning tools, grinder/skim materials, and PPE (gloves, eye protection, hearing protection). Ensure safe access, adequate lighting, dry surfaces, and current drawings/manufacturer data. Brief the team on acceptance cues and photo evidence requirements. 2. Using the Interactive Checklist: Open the correct opening ID, start interactive mode, and enter width, height, diagonal, plumb/level, flatness, and interface findings. Attach clear photos showing instruments and scales. Add comments for variances, assign actions, and link documents. When complete, export the commentable report as PDF/Excel with a QR for authentication. 3. Sign-Off: Review entries and close nonconformances. Obtain digital signatures from installer, QA/QC, and GC. Issue the QR-authenticated report to stakeholders and archive in the project QA system per approved project specifications and authority requirements.