



Inspect punched window shims, packers, and support blocks

Inspect punched window perimeter shims, packers, and support blocks with an interactive checklist—commentable steps and options to export as PDF/Excel for robust QA documentation.

Project:

Date:

Filled by:

Pre-Installation Verification

1	Review approved submittals and drawings identify exact shim, packer, and support block types, sizes, and ratings.
2	Inspect rough opening flatness with a 1.2 m straightedge and feeler gauge; record maximum deviation ≤ 3 mm with photo evidence.
3	Measure substrate moisture and temperature using a pinless meter and IR thermometer; confirm within manufacturer limits; log readings with opening ID and time.
4	Confirm measuring tools are in calibration (levels, calipers, torque wrench); photograph calibration stickers and note expiry dates.

Materials and Compatibility

5	Verify shim assortment thicknesses with a digital caliper (1–2 mm increments available); photograph measured samples and packaging labels for traceability.
6	Confirm support blocks are high-density, non-absorbent (e.g., HDPE/neoprene) with compressive rating meeting unit weight; attach datasheet and lot numbers.
7	Cross-check shims/packers with sealant and membrane TDS for chemical compatibility; save manufacturer confirmations per approved project specifications and authority requirements.
8	Reject organic shims (wood/cardboard) and corrodible metals at perimeter; document removal and replacement with compliant materials via photos.

Placement and Spacing

9	Place support blocks at sill within 150 mm of each jamb and at ≤ 600 mm centres or as per drawings; verify with tape measure and photos.
10	Align perimeter shims with anchor points to prevent frame bowing; keep shim centre within ± 10 mm of each anchor; annotate photos over drawings.
11	Limit stacked shims to a maximum of two per bearing point; confirm full contact and stability; capture close-up photos at each location.
12	Maintain shim setback from visible frame edges; measure ≥ 5 mm from sightline to avoid exposure; photograph confirmations.

Alignment and Load Transfer	
13	Set frame level on support blocks using a digital level; achieve ± 2 mm per 1 m; record readouts and opening ID on photo.
14	Plumb both jambs by adjusting perimeter shims; achieve ± 2 mm per 2 m; log max offset and attach level photos.
15	Verify frame square by measuring diagonals; difference ≤ 3 mm; record both measurements and keep photo of tape at corners.
16	Check for bow/twist with a string line or laser across head and sill; mid-span deviation ≤ 2 mm; photograph instrument alignment.
17	Tighten anchors after shimming using a torque wrench; achieve torque per approved project specifications; record N·m values and fastener lot numbers.

Moisture Management and Durability	
18	Keep weep holes and sill drainage paths unobstructed; run a controlled 1–2 L water test over 5 min; confirm positive discharge to exterior with video/photo.
19	Locate support blocks clear of weep locations (e.g., ≥ 25 mm setback or as drawn); verify with tape measure and annotated photo.
20	Install backer rod and sealant after alignment; confirm backer rod compression 25–50% and smooth tooling; record sealant batch/expiry and photos.
21	Isolate dissimilar metals with non-conductive separators at contact points; verify continuous coverage; capture macro photos.

Documentation and Sign-Off	
22	Apply a QR label at each opening linked to this checklist; verify scannability and association to opening ID; photo and scan log required.
23	Upload geo-tagged photos marking shim and support block locations to the project folder; ensure filenames include opening ID; save upload receipt.
24	Capture final measurements and obtain installer and inspector digital signatures; export PDF/Excel and archive in CDE with revision/date stamp.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect punched window perimeter shims, packers, and support blocks is a focused field task ensuring individual window units are supported, aligned, and sealed correctly. This checklist centers on punched window frames, setting blocks and glazing packers at the perimeter, and jamb shims used to true the installation. You will verify material suitability, chemical compatibility with sealants and membranes, and that all load paths transfer to structure without crushing or inducing twist. Accurate shim placement keeps frames level and plumb, maintains uniform gaps for backer rod, and prevents binding of operable sashes. Proper support blocks safeguard sill drainage and long-term performance by keeping weep paths clear. The outcome is a stable, square, warrantable installation that resists water ingress, thermal movement issues, and call-backs. Use this interactive tool to tick off steps, drop comments with photos, and export your record as PDF/Excel; a QR-linked opening ID keeps documentation traceable and easy to retrieve.	1. Preparation: Review approved drawings/submittals, gather tools (digital level, 1.2 m straightedge, feeler gauge, calipers, torque wrench, moisture meter, IR thermometer), charge devices, and brief the crew on tolerances and safety. 2. Site setup: Label openings, stage shims/packers/support blocks by size, protect sills, and verify calibrated tools. Open the checklist on a mobile device for real-time data entry. 3. Using the Interactive Checklist: Tick items as completed, attach geo-tagged photos, log measurements, and add comment threads to flag issues or request approvals from stakeholders. 4. Export and share: Generate a commentable record and export as PDF/Excel for distribution to the GC, design team, and owner. Link the file back to the QR label for traceability. 5. Sign-Off and Archiving: Capture digital signatures from installer and inspector, confirm QR authentication works onsite, and archive the final report in the project CDE with revision/date tags.

