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Inspect vertical fins and shading screens after installation

Inspect vertical fins and shading screens after installation using an interactive checklist—commentable steps, photo evidence, tolerances, and export as PDF/Excel.

Project:
Date:
Filled by:

Documentation and Approvals	
1	Confirm installed fin and screen models match approved submittals by cross-checking tag IDs and shop drawings; capture comparison photos and markups. Acceptance: 100% model/size/type conformity to approved drawings.
2	Record material certificates and lot numbers for fins, brackets, and fasteners; verify alloy/grade per submittal. Evidence: photos of labels and certificates. Acceptance: documents on file for each elevation/bay.
3	Verify finish system, color code, and gloss against approved mock-up under daylight; measure color difference if available. Acceptance: visual match; color delta E ≤ 2.0 versus mock-up; photos attached.
4	Confirm permits and authority approvals are posted/recorded for façade works per approved project specifications and authority requirements. Evidence: approval letters and inspection stamps uploaded.

Alignment and Geometry	
5	Measure fin plumb with 2 m spirit level or laser; record maximum deviation. Acceptance: deviation ≤ 3 mm over 3 m height; photo of reading.
6	Verify centre-to-centre fin spacing using tape/laser across each bay. Acceptance: spacing within ±2 mm of drawings; record at least three readings per bay with photos.
7	Check screen panel flatness using a 1.5 m straightedge placed diagonally and horizontally. Acceptance: maximum gap ≤ 3 mm; photo showing gauge.
8	Confirm fin orientation angle/projection with a digital inclinometer or template. Acceptance: angle within ±1° and projection within ±3 mm; screenshot or photo evidence.
9	Measure visible joint widths between fins/screens and adjacent elements with a feeler gauge. Acceptance: joint width within ±3 mm of detail; continuous, no abrupt steps; photos.

Anchorage and Supports	
10	Inspect bracket locations, embedment, and edge distances using drawings and a steel rule. Acceptance: matches drawings; minimum edge distances per approved specifications; photo of tape reading.
11	Verify mechanical fastener torque using a calibrated torque wrench. Acceptance: achieved manufacturer torque (N·m) without rotation; record torque values and wrench serial; torque-mark fasteners.
12	Visually inspect welds; perform dye penetrant testing where specified. Acceptance: no cracks, undercut, or porosity; NDT reports uploaded; photos of weld beads.
13	Check isolators/shims (neoprene, HDPE) are present, seated, and sized per shim schedule. Acceptance: full contact, correct thickness ±1 mm; photo at each bracket type.
14	Verify corrosion protection on cut edges and fixings; measure dry film thickness with a DFT gauge. Acceptance: not less than specified micrometres; photos and readings logged.

Material Condition and Finish	
15	Inspect fins and screens for dents, scratches, coating holidays, and sealant smears. Acceptance: damage-free surfaces; touch-ups per manufacturer; before/after photos attached.
16	Confirm no dissimilar-metal contact that could cause galvanic corrosion; verify isolators at steel/aluminium interfaces. Acceptance: isolators continuous; photos at each interface type.
17	Ensure drainage/weep paths behind screens are open and screened. Perform light spray test. Acceptance: no water ingress at interiors; photo of weeps and test area.

Seals and Interfaces	
18	Examine perimeter sealant beads for continuity and tooling; perform 25 mm hand-peel adhesion check at non-critical location. Acceptance: cohesive failure only; no voids; photos.
19	Verify firestopping and smoke seals at slab edges or penetrations behind screens where applicable. Acceptance: installed per approved project specifications and authority requirements; labelled and photographed.
20	Check gaskets/EPDM seats for uniform compression and corner continuity. Acceptance: compression 20–40% with no fishmouths; photos of corners and splices.
21	Confirm flashings/backpans overlap and terminate correctly; perform controlled hose spray at 200 kPa for 5 minutes. Acceptance: no water penetration; photos and notes uploaded.

Operation and Safety	
22	For operable screens, cycle operation 10 times; check smooth travel, limit switches, and stops. Acceptance: no binding; consistent speed; record current/force if specified; attach video.
23	Verify clearances to adjacent façade, glazing, and walkways with a rule. Acceptance: minimum 50 mm clearance (or per drawings); no pinch points; photos.
24	Confirm access and fall-protection systems remain unobstructed by fins/screens. Acceptance: safety team sign-off; photos of anchor/davit clear zones.
25	Remove temporary labels, tapes, and bracing; deburr exposed edges; clean surfaces. Acceptance: area clean; waste disposed with docket uploaded; final closeout photos.
26	Affix durable asset tags to discreet locations; encode location, batch, and install date. Acceptance: tags readable; QR linked to records; photo verification.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect vertical fins and shading screens after installation is a targeted, post-install inspection for façade elements that manage solar control and architectural expression. This checklist focuses on vertical architectural fins, solar shading screens, and related brise-soleil assemblies adjacent to curtain wall or cladding. You will verify plumb, spacing, and flatness; confirm anchorage, torque, and isolation; check finishes and color; and assess seals, gaskets, and firestopping per approved project specifications and authority requirements. The scope excludes horizontal fins, glazing performance tests, and unrelated building services. By capturing on-site measurements, photos, and approvals, teams reduce rework, prevent water ingress and corrosion, and ensure safe clearances and reliable operation for any movable screens. Use this structured process to deliver consistent outcomes across elevations and trades, supporting quality assurance, commissioning, and handover. Start in interactive mode to tick items, add comments, attach evidence, and export PDF/Excel with a secure QR for audit.	1. Preparation: Gather calibrated laser/levels, tapes, torque wrench, straightedge, DFT gauge, peel tools, dye penetrant kit (if specified), PPE, approved drawings, submittals, and mock-up references. Ensure safe access via platforms, MEWPs, or rope access with permits. 2. Start interactive mode: Open the checklist on a tablet or phone, select elevation and bay, and enable location tagging. Brief the crew on tolerances and evidence requirements before beginning measurements. 3. Capture evidence: Tick each item, enter readings, add photos or short videos of tools-in-place, and reference batch numbers. Use comments to note punch-list actions, responsible party, and target dates. 4. Resolve findings: Filter by open comments, assign corrective tasks, and recheck only impacted items. Link retest photos and close the loop with acceptance notes from QA or the designer. 5. Sign-Off: Obtain digital signatures from contractor, QA/QC, and client representative. Export to PDF/Excel and archive with a QR-authenticated record for future maintenance and warranty.