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# Inspect operable louver installation and movement clearance

Inspect operable louver installation and movement clearance with an interactive checklist that’s commentable and export as PDF/Excel. Verify alignment, actuation, and clearances with evidence.

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| Project: | |
| Date: | |
| Filled by: | |
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| Pre-Installation Conditions | |
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| 1 | Confirm approved drawings/submittals match delivered louver model, size, and finish; cross-check nameplate and packaging against submittal schedule; acceptance: exact match; evidence: photos of labels and stamped submittal sheet. |
| 2 | Measure rough opening width/height with calibrated steel tape; acceptance: opening exceeds louver overall by 10–15 mm each side for shimming; record measurements on drawing, attach photos. |
| 3 | Verify supporting substrate is plumb/level using laser level; tolerance: ≤ 2 mm per 1 m and ≤ 4 mm overall; capture level readings and overview photo. |
| 4 | Confirm safe access and permits: MEWP/scaffold tagged valid (≤ 7 days), fall protection in use; evidence: tag photo and permit copy; proceed only when compliant. |

| Frame and Anchorage | |
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| 5 | Dry-fit louver frame and measure uniform perimeter shim gap with feeler gauges; acceptance: 8–12 mm, uniform within ±2 mm; photos at corners and mid-spans. |
| 6 | Verify anchor type/size/embedment per approved drawings; torque-test 10% of anchors using calibrated torque wrench; acceptance: within manufacturer range; log torque values and lot numbers. |
| 7 | Check frame squareness by comparing diagonals with steel tape; acceptance: diagonal difference ≤ 3 mm; record both dimensions and attach close-up of corners. |
| 8 | Install isolation where dissimilar metals contact; verify non-conductive washers/tapes at fasteners; acceptance: continuous isolation, no exposed bridges; photo evidence at typical points. |

| Blade and Linkage Movement | |
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| 9 | Manually cycle blades through full travel using handle/service tool; acceptance: smooth, no binding or scraping; perform ≥ 3 cycles; attach video or sequential photos. |
| 10 | Measure minimum blade-to-frame clearance with feeler gauges at corners and mid-spans; acceptance: ≥ 3 mm at any point; record worst-case value with photos. |
| 11 | Inspect pivot pins and bushings for alignment/wear using straightedge and calipers; tolerance: misalignment ≤ 1 mm across blade width; photo documentation of measurement points. |
| 12 | Confirm linkages and arms clear screens/mullions during sweep; check at 0°, 45°, and 90°; acceptance: ≥ 5 mm clearance at all positions; photos at each angle. |

| Actuator and Controls | |
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| 13 | Verify actuator type, voltage, and bracket orientation per submittal; check mounting fastener torque with torque wrench; acceptance: within manufacturer limits; record serial numbers and torque values. |
| 14 | Set mechanical end stops for fully closed and 90° open; measure blade angle using digital angle finder; tolerance: ±2°; photos showing readings at both limits. |
| 15 | Cycle actuator 5 times while monitoring current draw with clamp meter; acceptance: no stalling, current within nameplate range; log readings per cycle and attach video. |
| 16 | Test control input (e.g., 0–10 V or network command) using signal generator or BMS; acceptance: proportional blade response within ±5% of command; attach screenshots and photos. |

| Weather and Performance | |
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| 17 | Inspect perimeter sealant: joint width 10–15 mm, continuous bond, tooled finish; perform simple adhesion probe/thumbnail test; acceptance: no voids/peel; photos of representative sections. |
| 18 | Verify bird/insect screens are intact and removable; ensure clearance ≥ 10 mm from linkages; fastening secure, no sharp edges; photo at corners and mid-span. |
| 19 | Check flashings, sills, and weeps; conduct low-pressure water spray for 5 min at 3–5 L/min·m²; acceptance: no internal ingress; photo/video evidence and notes. |
| 20 | Confirm corrosion protection: coatings undamaged, touch-up applied per manufacturer; fasteners stainless or coated; evidence: paint batch/lot numbers and close-up photos. |

| Documentation and Handover | |
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| 21 | Affix durable label with louver ID, airflow direction, and actuator voltage; acceptance: legible from 1 m; attach in-situ photo. |
| 22 | Upload O&M; manuals, as-builts, torque logs, angle settings, current-draw logs, and photos; acceptance: complete set per project requirements; sign reviewer field. |
| 23 | Record final measured clearances (min blade/frame), sweep interference points, and end-stop settings in commissioning sheet; acceptance: values within tolerances; attach annotated sketch. |
| 24 | Obtain installer, supervisor, and client representative digital signatures; generate QR-authenticated PDF/Excel export; archive in project CDE; evidence: signed export file. |

**Comments:**

Filled by:

Signature:

| Introduction | How to use this checklist |
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| Inspect operable louver installation and movement clearance is the critical field step that proves adjustable louvers are installed true, cycle freely, and seal correctly. This checklist focuses on building façade and intake/exhaust louvers with operable blades, including their frames, linkages, stops, and actuators. By confirming frame squareness, uniform shim gaps, smooth blade actuation, and proper movement envelope, you avoid binding, premature wear, water ingress, and nuisance alarms. The procedure also validates actuator mounting, torque, end stops, and signal response, plus perimeter weathering details and screen clearances. Acceptance criteria reference manufacturer data and are checked per approved project specifications and authority requirements using calibrated tools. The outcome is a documented, repeatable inspection that captures measurements, photos, torque logs, and serial numbers, ensuring traceable quality and faster commissioning. Start in interactive mode to tick items, add comments for snags or approvals, and export your verified record as PDF/Excel with an embedded QR code for authentication. | 1. Preparation: gather approved drawings/submittals, calibrated tape, feeler gauges, laser level, torque wrench, angle finder, clamp meter, signal generator, PPE, permits, and access equipment. 2. Create a new checklist record; enter project, location, louver ID, and inspector details; enable photo/video capture and time-stamped measurements. 3. Assign roles: installer updates status, inspector records measurements, reviewer comments and approves; set notification rules for snags and closures. 4. Work through groups in order; attach photos to each item, add comments for deviations, and tag follow-ups with due dates and owners. 5. Retest after corrections; update measurements and evidence; resolve comments by referencing new photos and tool calibration certificates. 6. Export the completed checklist as PDF/Excel with embedded QR code for authenticity; share with stakeholders and file in the CDE. 7. Sign-Off: capture digital signatures from installer, supervisor, and client representative; lock the record and archive securely. |