



Inspect punched window glazing and bead engagement checklist

Inspect punched window glazing installation and bead engagement with an interactive checklist. Commentable workflow and export as PDF/Excel ensure traceable, QR-secured documentation.

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| Project: |
| Date: |
| Filled by: |
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Pre-Installation Conditions

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| 1 | Measure masonry/opening against drawings using a steel tape and laser; record width/height at three points. Acceptance: each dimension within ± 3 mm of design. Evidence: measurement log with photos of tape at head, mid, and sill. |
| 2 | Check substrate flatness and plumb with a 2 m straightedge and spirit level. Acceptance: max 3 mm deviation under straightedge; plumb within 2 mm per 1 m. Evidence: photos showing gauge readings. |
| 3 | Confirm weather and surface conditions: ambient 5–35 °C, wind <8 m/s, dry contact surfaces. Tools: thermometer, anemometer. Acceptance: within limits. Evidence: logged readings with timestamped photos. |
| 4 | Verify safe access, edge protection, and PPE are in place; brief crew. Tools: safety checklist. Acceptance: documented briefing; fall protection anchored where required. Evidence: signed JSA and area photographs. |

Materials and Components Verification

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| 5 | Confirm glass type, thickness, coating, and make/lot per submittals. Tools: micrometer caliper, label check. Acceptance: matches approved project specifications. Evidence: label photos and measured thickness log. |
| 6 | Inspect beads, gaskets, and setting blocks for damage or deformation. Tools: visual check, durometer. Acceptance: durometer within manufacturer range ± 5 ; no cuts or kinks. Evidence: photos and hardness readings. |
| 7 | Verify snap-in bead lengths, straightness, and mitre/end-cuts. Tools: steel tape, square. Acceptance: cut accuracy within ± 1 mm; straight without bow/twist. Evidence: close-up photos and measurements. |
| 8 | Confirm fasteners, clips, and anchors type/finish meet approved project specifications. Tools: packaging review. Acceptance: correct grade and coating per approvals. Evidence: packaging labels and approval cross-reference. |
| 9 | Record lot numbers and scan barcodes/QR for glass, gaskets, sealants, and tapes. Tools: mobile scanner. Acceptance: traceability for each opening. Evidence: uploaded scans and lot list. |

Frame Preparation and Setting Blocks

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| 10 | Clean glazing pockets and rebates with lint-free cloth and isopropyl alcohol; remove debris and oils. Acceptance: dust- and residue-free. Evidence: macro photos of cleaned sill, jambs, and head. |
| 11 | Install setting blocks at manufacturer-specified locations (typically quarter points). Tools: tape measure. Acceptance: position within ± 5 mm of target. Evidence: photo showing measured offsets. |
| 12 | Verify weep/drainage slots are open. Tools: probe and compressed air. Acceptance: unobstructed flow path. Evidence: video/photo of clear openings. |
| 13 | Apply glazing tapes or pre-formed gaskets per manufacturer sequence; roll for full adhesion. Acceptance: continuous, wrinkle-free, no voids. Evidence: close-ups along full perimeter. |

Glazing Placement and Bite Verification

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| 14 | Dry-fit glass with suction cups; measure designed edge clearances on four sides using feeler gauges. Acceptance: within ± 1 mm of design values. Evidence: recorded readings with photos. |
| 15 | Set glass onto blocks without edge contact to frame/metal. Tools: suction cups, spacers. Acceptance: no contact marks or sounds observed. Evidence: placement photos. |
| 16 | Center pane using temporary non-marking shims; remove after bead install. Acceptance: centering within ± 1 mm each side. Evidence: shim sizes recorded and removal confirmed. |
| 17 | Measure glass bite depth with calipers/templates at 300 mm intervals. Acceptance: \geq manufacturer minimum on all sides. Evidence: bite log with interval photos. |
| 18 | Protect edges with corner guards during handling. Acceptance: no chips, scratches, or coating damage. Evidence: before/after photos of corners. |

Bead Engagement and Gasket Seating

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| 19 | Install continuous glazing gaskets; dress corners. Tools: roller or soft mallet. Acceptance: fully seated, no twists/fish-mouthing. Evidence: corner and midspan photos. |
| 20 | Snap beads uniformly using a non-marring block. Acceptance: bead face flush with frame within 0.5 mm. Evidence: side-on photos every 1 m. |
| 21 | Perform bead retention pull-check at 0.5 m intervals with a spring scale applying 50 N. Acceptance: no disengagement or audible release. Evidence: scale readings and photos. |
| 22 | Inspect bead joints and corners with a feeler gauge. Acceptance: gaps ≤ 1 mm; sealant present if specified. Evidence: macro photos at each joint. |

| Finalization, Drainage, Alignment, and Sign-Off | |
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| 23 | Apply perimeter sealant where specified; tool smooth. Acceptance: continuous 10–12 mm bead, adhesion to both substrates. Evidence: bead photos, sealant batch and expiry recorded. |
| 24 | Verify drainage via controlled 1 L water pour at head. Acceptance: water exits weeps within 60 s; no backflow. Evidence: video and notes. |
| 25 | Check plumb, level, and square with a laser level and diagonal measurements. Acceptance: plumb/level within 2 mm per 1 m; diagonals within 3 mm. Evidence: measurement log and photos. |
| 26 | Verify uniform reveals and sightlines inside/outside using calipers. Acceptance: variation ≤2 mm across opening. Evidence: photos and dimension log. |
| 27 | Clean glass and frame with manufacturer-approved cleaner; remove temporary labels. Acceptance: no residue or scratches. Evidence: final condition photos. |
| 28 | Upload all evidence—photos, measurements, lot numbers—linked to the opening ID. Acceptance: 100% items evidenced. Evidence: dashboard completion screenshot. |
| 29 | Obtain installer and inspector digital signatures with timestamps. Acceptance: both parties signed. Evidence: audit trail in app. |
| 30 | Export final report to PDF/Excel with QR authentication and share to stakeholders. Acceptance: exported file archived and link recorded. Evidence: stored file path. |

Comments:

Filled by:

Signature:

| Introduction | How to use this checklist |
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| <p>Inspect punched window glazing installation and bead engagement is a focused, field-ready process that confirms secure glass bite, correct gasket seating, and reliable snap-in bead retention. This checklist targets single punched window openings, covering glazing placement, setting blocks, bite verification, perimeter sealant, drainage, and final tolerances. By emphasizing bead engagement and gasket compression, it reduces risks such as glass edge contact, bead disengagement, water intrusion, and sightline inconsistency. The scope excludes curtain walls, storefronts, and structural glazing; acceptance follows approved project specifications and authority requirements. Practical cues include measurable tolerances in millimetres, retention pull checks in newtons, and water drainage timing in seconds. Outcomes are predictable installation quality, traceable documentation, and fewer callbacks. Use this interactive format to tick requirements, add punch-list comments, attach photos and readings, and export the signed record. Start now: tick items, comment on issues, and export PDF/Excel with a QR-secured audit trail.</p> | <p>1. Preparation: assemble tools (calipers, feeler gauges, spring scale, laser, straightedge, suction cups), approved drawings, manufacturer instructions, and PPE. Confirm safe access and weather conditions before opening the checklist. 2. Project setup: create an entry for each punched window opening; assign IDs, locations, and responsible parties. Preload target tolerances per approved project specifications and manufacturer data. 3. Perform inspection: progress in order, entering readings and attaching photos/videos for each item. Use comments to flag nonconformances and note corrective actions and retests. 4. Using the Interactive Checklist: enable tick mode, add inline comments, mention teammates, and upload evidence. Generate interim summaries and export to PDF/Excel for coordination when required. 5. Resolve issues: when an item fails, assign a corrective task, capture before/after evidence, and re-verify measurements. Use filters to track open items until closure. 6. Sign-Off: obtain digital signatures from installer and inspector, finalize the record, and export the commentable report as PDF/Excel. Archive with QR authentication for audit trails.</p> |