Project	Location	Status
—	—	—

Date	Completed by
—	—

Review approved submittal and drawings

No.	Done	Check / Requirement	Result	Notes / Evidence
1	☐	Open the latest approved submittal and joint detail for this duct; note specified gasket material, thickness, width, profile, orientation, and placement.	—	—

Verify packaging label matches submittal

No.	Done	Check / Requirement	Result	Notes / Evidence
2	☐	Compare manufacturer, material type, thickness, width, and profile on the gasket label to the approved submittal. If a shelf-life or use-by date is printed, verify it has not passed.	—	—

Inspect gasket stock/installed segments for damage

No.	Done	Check / Requirement	Result	Notes / Evidence
3	☐	Check the gasket roll or cut lengths for kinks, cracks, permanent compression set, or surface tears before final placement.	—	—

Measure gasket thickness at three points

No.	Done	Check / Requirement	Result	Notes / Evidence
4	☐	Use a caliper to measure uncompressed thickness at the start, middle, and end of a side; compare readings to the submittal.	—	—

Inspect flange faces are clean and dry

No.	Done	Check / Requirement	Result	Notes / Evidence
5	☐	Confirm both mating flanges are free of dust, oil, sealant residue, and debris that could affect sealing.	—	—

Check flange land flatness and condition

No.	Done	Check / Requirement	Result	Notes / Evidence
6	☐	Place a straightedge along each side; confirm no visible rocking, dents, raised burrs, or damage on the sealing land.	—	—

Confirm gasket profile and orientation

No.	Done	Check / Requirement	Result	Notes / Evidence
7	☐	Verify the installed gasket profile (e.g., flat, bulb, hollow) and its orientation match the approved detail.	—	—

Confirm continuous gasket around perimeter

No.	Done	Check / Requirement	Result	Notes / Evidence
8	☐	Trace the gasket along all four sides; verify no breaks, missing sections, or cuts from corner to corner.	—	—

Verify gasket is centered on flange land

No.	Done	Check / Requirement	Result	Notes / Evidence
9	☐	Check edge distance along each side; the gasket does not overhang the duct opening or the outer edge of the flange.	—	—

Inspect corner continuity and fit

No.	Done	Check / Requirement	Result	Notes / Evidence
10	☐	At all corners, verify mitered or butt joints meet tightly per detail, with no visible gaps, overlaps, or twists.	—	—

Check for stretching, buckling, or ripples

No.	Done	Check / Requirement	Result	Notes / Evidence
11	☐	Look along each side for signs of stretched, thinned, buckled, or rippled gasket that could affect sealing.	—	—

Verify attachment method matches submittal

No.	Done	Check / Requirement	Result	Notes / Evidence
12	☐	Confirm adhesive-backed gaskets show uniform bond lines or, if non-adhesive, that specified clips/adhesive are present as detailed.	—	—

Spot-check adhesion at three locations

No.	Done	Check / Requirement	Result	Notes / Evidence
13	☐	Attempt to lift the gasket edge by hand at the start, middle, and end of a side; the gasket remains bonded without peeling or blisters.	—	—

Ensure holes and corner hardware are clear

No.	Done	Check / Requirement	Result	Notes / Evidence
14	☐	Verify the gasket does not obstruct bolt/cleat slots or corner pieces; trim only if allowed by the submittal.	—	—

Inspect for contaminants on gasket surface

No.	Done	Check / Requirement	Result	Notes / Evidence
15	☐	Remove metal shavings, tape, plastic film, dust, or moisture on the gasket before closure.	—	—

Confirm visible compression allowance

No.	Done	Check / Requirement	Result	Notes / Evidence
16	☐	Verify the gasket projects above the flange land uniformly on all sides and that no doubled or stacked layers are present.	—	—

Temporarily clamp one side to check squeeze

No.	Done	Check / Requirement	Result	Notes / Evidence
17	☐	Apply a short cleat or clamp on one edge and snug it; confirm a continuous compression imprint appears along that edge. Remove the clamp and verify no tearing or permanent deformation of the gasket.	—	—

Verify adhesive/sealant working time (if used)

No.	Done	Check / Requirement	Result	Notes / Evidence
18	☐	If adhesive or sealant is used, confirm application and assembly are within the product label's open/working time; do not proceed if time has been exceeded.	—	—

Record inspection details

No.	Done	Check / Requirement	Result	Notes / Evidence
19	☐	Log material ID, batch/lot (if shown), thickness measurements, observations, and any corrective actions; attach photo references of each side and corners.	—	—

Obtain pre-closure sign-off

No.	Done	Check / Requirement	Result	Notes / Evidence
20	☐	Get inspector and installer sign-off confirming gasket placement, corners, compression allowance, attachment method, and material match the approved submittal.	—	—

Comments / Follow-up

—

Checklist guidance

Rectangular Duct Flange Gasket Pre-Closure Inspection: Continuity, Corners, Compression, and Material

Before closing a rectangular duct joint, confirm the gasket is the right product and properly installed. This quick inspection helps ensure a uniform, leak-resistant seal by checking continuity, corners, compression allowance, and that the material matches the approved submittal.

1. Review the latest approved submittal and joint detail; note the required material, thickness, width, profile, orientation, and placement.

2. Verify the packaging label matches the submittal for manufacturer, material, size, and profile; check any shelf-life date.

3. Inspect gasket stock or installed segments for damage and measure uncompressed thickness at three points; compare to the submittal.

4. Prepare both flanges: clean and dry surfaces, check land flatness with a straightedge, and keep holes and corner hardware clear.

5. Confirm the specified profile and orientation; place a continuous, centered gasket around all four sides with tight, clean corners.

6. Look for stretching, buckling, or ripples and remove any contaminants on the gasket surface.

7. Verify attachment method and adhesion, confirm visible compression allowance, and temporarily clamp one edge to check squeeze; keep within adhesive/sealant working time if used.

8. Record inspection details with photos and obtain pre-closure sign-off from the installer and inspector.

Tick the box when complete. Record Not done or N/A in

Result and note any follow-up.