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Review façade operable vent locations and maintenance access

Review façade operable vent locations and maintenance access requirements with an interactive checklist that's commentable and export as PDF/Excel. Capture measurements, photos, and approvals.

Project:

Date:

Filled by:

Drawings and Specifications Review

1	Cross-check vent tags, coordinates, and elevations in BIM/IFC against the latest approved drawings; confirm grid references and levels align within ± 10 mm; upload marked-up PDFs with reviewer initials and date.
2	Verify vent type, handedness, restrictors, and hardware match the window/vent schedule; acceptance: 100% match per approved project specifications and authority requirements; evidence: redline schedule cross-check and photos of factory labels.
3	Confirm minimum separation between operable vents and intake/exhaust louvres to avoid short-circuiting; target ≥ 3.0 m horizontally/vertically unless otherwise specified; record actual dimensions with laser and plan overlay.
4	Check proximity to structural elements, movement joints, and fire-stopping interfaces; maintain clearances per approved project specifications and authority requirements; evidence: detail callouts and annotated sections with measured offsets.

Field Layout and Measurements

5	Measure sill height above finished floor using laser level; acceptance: design height within ± 5 mm and within safe reach band; evidence: photo of measurement with level reading visible.
6	Record vent clear opening dimensions (width $\times$ height) and calculate free area; acceptance: $\geq$ design free area and within $\pm 2\%$ of schedule; evidence: measurement photo and calculation sheet.
7	Verify horizontal/vertical location to grid lines using total station or laser; acceptance: centerline within ± 10 mm of design; evidence: as-built coordinate export and annotated elevation.
8	Check setback from internal blinds, radiators, and casework to prevent collisions; acceptance: ≥ 150 mm clear when fully opened; evidence: photos with steel rule and open position shown.
9	Confirm external obstructions (screens, fins, balconies) do not block vent operation or airflow; acceptance: ≥ 500 mm clear in sweep path; evidence: exterior photo and marked swing arc.
10	Verify drainage/drip edges above vents; perform localized hose test at 3 L/min for 5 min; acceptance: no visible ingress at interior; evidence: test video and post-test inspection photos.

Access and Serviceability	
11	Confirm latch/handle is reachable from a stable standing position; acceptance: operable control between 0.9 m and 1.3 m above finished floor; evidence: measured photo with tape at handle centerline.
12	Test opening effort with torque gauge or spring scale; acceptance: ≤ 5 N·m torque or ≤ 50 N pull as specified; evidence: instrument reading photo and video of operation.
13	Verify restrictors, limit stays, and child-safety devices engage reliably; acceptance: opening limited per specification and override tool present; evidence: video of engage/disengage and tagged tool storage.
14	Confirm maintenance access path from interior without removing adjacent façade elements; acceptance: unobstructed 600 mm clear path to vent; evidence: plan mark-up and photos showing clear zone.
15	Check insect/mesh screens are removable from the safe side with basic tools; acceptance: removal and refit in ≤ 3 min without damage; evidence: timed video and post-inspection photos.
16	Demonstrate replacement of a typical handle/stay using manufacturer procedure; acceptance: component swap completed without disturbing adjacent glazing; evidence: step-by-step photos and signed worksheet.

Safety and Controls	
17	For drops > 2 m, verify fall-prevention (restrictors, guards, or screens) installed and labeled; acceptance: device integrity confirmed and labels legible; evidence: close-up photos and inspection checklist.
18	Inspect actuator/sensor access (if automated); acceptance: isolator within 1.5 m, tagged, and accessible; evidence: photo of isolator, circuit ID, and cable routing annotation.
19	Function-test automated vents with control system; acceptance: open/close cycle completes within specification and failsafe operates; evidence: trend log screenshot and video of response.
20	Measure operational noise at 1 m using sound level meter; acceptance: ≤ 45 dB(A) or per specification; evidence: meter reading photo and test location marked on plan.

Documentation and Handover	
21	Apply unique ID and scannable QR label inside the room; acceptance: QR opens O&M; and asset record; evidence: label photo and successful scan screenshot.
22	Capture as-built coordinates (X, Y, Z) to ± 5 mm using total station; upload to BIM/CDE; acceptance: model updated and approved; evidence: coordinate export and model snapshot.
23	Record maintenance method, access equipment (ladder/MEWP), and load ratings; acceptance: method aligns with facility policy and manufacturer guidance; evidence: signed method statement and equipment certificates.
24	Obtain approvals per approved project specifications and authority requirements; acceptance: digital signatures from contractor, designer, and client; evidence: signed checklist and approval log in CDE.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Review façade operable vent locations and maintenance access requirements is a focused quality-assurance task that ensures every operable window, trickle vent, or façade ventilation panel is correctly positioned and safely serviceable. Within this scope, you will confirm façade ventilation zones, sill heights, opening areas, service clearances, and safe reach from the occupied side. You will also verify that operable vents avoid conflicts with mullions, blinds, radiators, furniture, and adjacent mechanical louvers, while keeping access equipment, restrictors, and actuators maintainable. By checking these elements before close-out, teams prevent water ingress, short-circuiting of air paths, occupant falls, and unserviceable components trapped behind finishes. The outcome is a maintainable building envelope with accurate as-builts, verified access methods, and clearly labeled assets. Use this interactive checklist to tick items, add field comments with photos, and export as PDF/Excel. A QR code secures records and links each vent's unique ID to its evidence and approvals.	1. Preparation: Gather latest approved drawings, BIM model, vent schedule, torque gauge or spring scale, Class 1 steel tape, laser level, total station (as needed), PPE, and test hose/nozzle. Confirm safe access and permits for interior/exterior checks. 2. Project Setup: Open the checklist, select project, level, and zone filters. Enable unique vent IDs from the model or schedule. Preload acceptance tolerances and photo requirements for each item. 3. Using the Interactive Checklist: Start interactive mode, tick items as verified, attach measurement photos/videos, and add room-by-room comments. Tag blockers with due dates and assign responsible parties. 4. Evidence Capture: Scan the vent's QR label, then log laser readings, torque results, and dimensions. Use location pins on plans/elevations to anchor each evidence file to its exact position. 5. Export and Share: Generate a commentable report and export as PDF/Excel for review. Share links with stakeholders, preserving photo metadata and timestamps. 6. Sign-Off: Collect digital signatures from contractor, designer, and client. Archive the approved checklist in the CDE; QR authentication ensures future audits can verify the original record.