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Review Façade Performance Test Matrix & Responsibilities

Review façade performance test matrix and contractual responsibilities with an interactive checklist that’s commentable and export as PDF/Excel, ensuring clear roles and defensible façade testing.

Project:	
Date:	
Filled by:	

Scope and Matrix Completeness	
1	Cross-check façade shop drawings, schedules, and details against the test matrix to confirm every system (curtain walls, windows, doors, louvers, interfaces) is represented. Method: redline comparison in BIM/PDF. Acceptance: no missing assemblies. Evidence: annotated matrix, dated reviewer signature, photos of markups.
2	Confirm test types listed for each assembly: air infiltration, water penetration, structural loads, movement/seismic, thermal cycling, and acoustic as applicable. Method: matrix-to-specs crosswalk. Acceptance: each required test mapped per approved project specifications and authority requirements. Evidence: completed crosswalk sheet, consultant acknowledgement.
3	Verify sample sizes and test frequencies for mock-up and field verification (e.g., number of units per elevation, per floor, or per lot). Method: tabulate counts by typology. Acceptance: frequencies meet or exceed specifications. Evidence: appended sampling table, PM approval note.
4	Ensure interfaces and transitions (slab edges, corners, parapets, movement joints, anchors, penetrations) are included with explicit test coverage. Method: interface register linked to matrix. Acceptance: 100% of critical joints included. Evidence: interface register, photos of typical details.

Responsibilities and Communication	
5	Assign a responsible party for each test (façade subcontractor, GC, independent lab, designer/consultant, commissioning agent). Method: RACI chart creation. Acceptance: single accountable owner per line item. Evidence: signed RACI chart uploaded.
6	Define notification periods and witness requirements for each test. Method: include minimum notice days and attendee roles. Acceptance: notification aligns with project specifications. Evidence: notification protocol, pre-filled notice template.
7	Confirm responsibility for instrument provision, calibration, and maintenance (chambers, spray racks, manometers, thermocouples, sound meters). Method: asset list with calibration intervals. Acceptance: valid calibration within stated intervals. Evidence: calibration certificates with expiry dates.
8	Document commercial terms for initial tests, standby, and retests. Method: extract from contracts and subcontracts. Acceptance: costs and charge-back rules clearly recorded. Evidence: contract reference log and commercial approval email.

Test Procedures and Acceptance Criteria	
9	Record air infiltration procedure using chamber or blower door with differential pressure steps (e.g., 0–600 Pa). Method: procedure sheet referencing instruments and seals. Acceptance: leakage rate at or below L/s·m² per approved specifications. Evidence: signed procedure and instrument list.
10	Define water penetration test method (static or dynamic) with spray rate (L/min·m²) and pressure stages (Pa). Method: nozzle array layout and pressure verification. Acceptance: no uncontrolled water beyond interior plane. Evidence: pre-test setup photos, pressure log template.
11	Set structural service and proof load parameters (N/m²) with deflection limits (mm) and residual set criteria. Method: load application plan and displacement gauges. Acceptance: deflection within limits; no permanent damage. Evidence: load charts, gauge calibration, acceptance sheet.
12	Define movement/seismic cycling amplitudes (mm), frequencies, and dwell times for joints and anchors. Method: actuator or manual jig plan. Acceptance: no loss of weather seal; components remain functional. Evidence: cycling schedule, pre/post photos, observation checklist.
13	Specify thermal cycling parameters: temperature range (°C), number of cycles, and stabilization times. Method: environmental chamber or controlled on-site setup. Acceptance: no cracking, sealant failure, or leakage on subsequent checks. Evidence: temperature logs, cycle count sheet.
14	Set acoustic performance verification (as applicable) with target indices (dB) and test configuration. Method: calibrated sound level meters and source layout. Acceptance: meets or exceeds specified ratings. Evidence: calibration records, room setup diagram, reading logs.

Scheduling and Logistics	
15	Approve mock-up location, orientation, utilities, and safe access. Method: site walk with permit-to-work review. Acceptance: area secured, services available, risk controls in place. Evidence: site photos, access plan, permits signed.
16	Sequence tests logically (e.g., air before water, structural after fit-out-critical checks) to minimize damage and rework. Method: integrated Gantt with dependencies. Acceptance: sequence approved by stakeholders. Evidence: published schedule with baselined dates.
17	Set environmental control and monitoring: allowable wind speed (m/s), ambient temperature (°C), and humidity (%RH) during tests. Method: portable weather station and data logger. Acceptance: conditions within specified ranges. Evidence: time-stamped environmental logs.
18	Confirm access, fall protection, and exclusion zones around test areas. Method: task risk assessment and lift plan. Acceptance: controls implemented and briefed. Evidence: signed JSA, toolbox talk records, photos of barriers.

Documentation and Evidence Control	
19	Issue a standardized test record template capturing readings, durations, environmental data, and observations. Method: digital form with mandatory fields. Acceptance: all required fields complete. Evidence: approved template version and sample filled record.
20	Define file naming, metadata, and storage location for reports, photos, and videos. Method: project CDE folder structure with version control. Acceptance: consistent naming and traceability. Evidence: screenshot of repository and naming guide.
21	Set witness and sign-off lines for GC, façade subcontractor, independent lab, and consultant. Method: digital signature workflow. Acceptance: all required signatures captured. Evidence: signed test records, signature audit trail.
22	Capture pre-test and post-test condition photos and video with date/time stamps. Method: mobile device with location tagging. Acceptance: clear views of specimen, seals, and interfaces. Evidence: uploaded media linked to test ID.

Risk, Nonconformance, and Commercial Terms	
23	Establish NCR workflow: issue, immediate containment, root cause, corrective action, and prevention. Method: standardized NCR form and register. Acceptance: actions closed before retest. Evidence: NCR log with dates and approvals.
24	Define retest triggers and limits (e.g., any leakage, displacement over limit, instrument fault). Method: decision tree in matrix. Acceptance: clear pass/fail thresholds. Evidence: matrix with retest clauses highlighted.
25	Confirm change management for design or installation adjustments arising from failures. Method: design change log and approval route. Acceptance: updated drawings and instructions issued before work resumes. Evidence: change log entries, revised details.
26	Define closeout deliverables: consolidated test reports, calibration certificates, approvals, and warranty start conditions. Method: closeout checklist. Acceptance: complete dossier submitted and accepted. Evidence: compiled package and transmittal receipt.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Review façade performance test matrix and contractual responsibilities is the structured process that confirms your building envelope test plan is complete, sequenced, and owned by the right parties. By aligning the façade testing plan, envelope performance requirements, and responsibilities matrix, teams reduce risk before mock-up and field testing begin. This checklist focuses on air infiltration, water penetration, structural performance, movement/seismic, thermal cycling, and acoustic verification for curtain walls, windows, doors, and critical interfaces. It clarifies who schedules, witnesses, calibrates, pays for, and signs off each test, per approved project specifications and authority requirements. You will validate sample sizes, acceptance criteria, instrumentation, environmental limits, and evidence capture so that results are defensible and traceable. The outcome is fewer surprises, cleaner nonconformance handling, and unambiguous closeout deliverables. Use this interactive tool to tick items, add comments, attach proof, and export to PDF/Excel with a QR-secured audit trail.	1. Preparation: Gather approved drawings, specifications, contracts, and procurement schedules. Have access to the project CDE, calibration records, weather data tools, and safety requirements. Assign a reviewer and set review deadlines. 2. Set Project Context: Identify all façade systems, interfaces, and test phases (mock-up and field). Confirm authority requirements and any client-specific acceptance thresholds or witness obligations. 3. Using the Interactive Checklist: Start interactive mode, tick items as verified, add comments with clarifications, and attach evidence (photos, procedures, certificates). Mention responsible parties and due dates in comments. 4. Coordination & Approvals: Circulate the reviewed matrix to the façade subcontractor, GC, consultant, and testing agency. Resolve comments, lock baselined versions, and schedule witness dates accordingly. 5. Sign-Off & Archiving: Capture digital signatures, export the checklist to PDF/Excel, and archive in the CDE. Validate the export via QR authentication and share with stakeholders.