



Generated file by QChecklists
<https://quollnet.com>

Test dynamic façade manual override & emergency stop

Test dynamic façade manual override and emergency stop functionality with an interactive checklist that is commentable and can export as PDF/Excel for verifiable evidence and safe commissioning.

Project:

Date:

Filled by:

Pre-Test Safety and Notifications

1	Issue permit-to-work and notify affected occupants and security; record distribution list. Acceptance: acknowledgments logged before start. Evidence: PTW number, email/notice screenshots, supervisor signature.
2	Establish a 2 m exclusion zone around moving façade elements using barriers and signage. Acceptance: no public access observed. Evidence: photos showing barriers and measured distance.
3	Conduct toolbox talk on pinch, shear, and fall hazards; define roles and stop authority. Acceptance: attendance sheet signed. Evidence: signed briefing record and photo of posted emergency contacts.
4	Verify lockout/tagout for adjacent non-test circuits; confirm controlled energization for test circuits. Tools: lockout kit, voltage tester. Acceptance: correct tags applied, test circuits safe to energize. Evidence: photos and tester readings.

Power and Control Setup

5	Measure supply at actuator control panel L-N and L-PE with a calibrated multimeter. Acceptance: within design voltage $\pm 5\%$. Evidence: photo of meter display and panel ID label.
6	Confirm BMS/fieldbus handover set to Local at the controller/key-switch. Acceptance: local mode indicator illuminated; remote commands disabled. Evidence: controller LED photo and BMS screenshot.
7	Inspect emergency stop circuit continuity de-energized using a continuity tester. Acceptance: loop resistance $< 1 \Omega$; correct wiring order. Evidence: tester reading photo and marked schematic.
8	Check labeling of local override switch and E-stop: device tag, direction arrows, and zone ID. Acceptance: legible from 1 m. Evidence: close-up photos of labels.

Manual Override Testing	
9	Switch controller to Local/Manual with authorized key; remove key after selection. Acceptance: status LED shows Local; key control logged. Evidence: photo of selector position and key ID.
10	Command OPEN via local switch; time full travel with a stopwatch. Acceptance: completes within design time $\pm 10\%$, no judder or alarms. Evidence: recorded time, video of travel, and end-limit indicator photo.
11	While moving, press STOP/HOLD to arrest motion mid-travel. Acceptance: motion ceases within 1 s; position holds without drift for 60 s. Evidence: timed video and position photo.
12	Command CLOSE to end-stop; verify limit switch activation and motor cut-off. Acceptance: stop at closed limit; no overrun or back-drive. Evidence: limit LED/photo and stopwatch reading.
13	Simulate loss of power using a test isolation switch while motion is active. Acceptance: movement stops within 1 s; brakes hold position; no uncontrolled drop. Evidence: video, breaker/switch ID, and meter shows 0 V at drive.
14	Restore power and observe system state. Acceptance: no unintended movement on re-energization; controller reports ready. Evidence: video of recovery and controller status photo.

Emergency Stop Testing	
15	Initiate motion, then press nearest E-stop. Measure time to de-energize drive contactor using stopwatch and voltage probe. Acceptance: 0 V at drive within 1 s. Evidence: video and meter photo.
16	Verify all grouped façade actuators in the defined zone halt simultaneously. Acceptance: no residual motion across the zone within 1 s. Evidence: wide-angle video of elevation.
17	Attempt restart with local switch while E-stop remains latched. Acceptance: restart inhibited; drives stay de-energized. Evidence: video and 0 V verification at drive terminals.
18	Reset E-stop per manufacturer (twist/pull), then re-arm circuits. Acceptance: normal control restored only after deliberate reset and acknowledgment. Evidence: photo of reset action and controller status.

System Response and Reset	
19	Check alarm/event logs for E-stop activation, power-loss, and resets with timestamps and device IDs. Acceptance: entries created within 10 s. Evidence: BMS/PLC screenshots.
20	Inspect motor protection (thermal/overload) and drive fault LEDs. Acceptance: no faults latched post-tests. Evidence: panel interior photos showing indicators normal.
21	Return controller to Auto/Remote; confirm BMS control resumes with a supervised command. Acceptance: remote command accepted; local disabled. Evidence: BMS command log and selector position photo.
22	Compile evidence pack: photos, videos, readings, calibration certificates, and signatures. Acceptance: files named with location and ISO date; uploaded to CDE. Evidence: upload receipt and index list.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Test dynamic façade manual override and emergency stop functionality is a focused commissioning and safety procedure for motorized louvers, blinds, and shading panels. It verifies manual bypass at local control stations, confirms emergency stop (E-stop) isolation, and proves safe behavior when the building management system (BMS) is disconnected. This checklist confines scope to the on-unit and panel-level controls of dynamic façade actuators, excluding façade access equipment and structural testing. By executing controlled “Open/Stop/Close” sequences, mid-travel holds, and deliberate power-loss scenarios, teams avoid uncontrolled motion, entrapment risks, and façade damage. Defined response times, voltage measurements, and event logs provide clear acceptance criteria and traceable evidence. Use this page to plan prerequisites, coordinate notifications, and document each step with photos, readings, and signatures. Start in interactive mode to tick items, add comments, and assign actions; then export as PDF/Excel with a secure QR for audit trails.	1. Preparation: Gather calibrated multimeter, continuity tester, stopwatch, barriers, lockout kit, PPE (gloves, eye protection), radios, and camera. Confirm daylight conditions and staffing. Set BMS to Local and brief roles. 2. Using the Interactive Checklist: Start interactive mode, tick items as completed, attach photos and readings, tag responsible persons, and add comments for punch items or deviations. 3. Execute Tests: Follow the sequence exactly, capturing response times, voltages, and indicator states. Pause testing to resolve hazards or unexpected motions before proceeding. 4. Export and Share: Generate an export as PDF/Excel with embedded media links and a secure QR. Share with commissioning leads, safety officers, and facilities. 5. Sign-Off: Collect digital signatures from the responsible engineer and client representative, confirm document version, and archive in the CDE with QR-authenticated record.