



Test façade handover records, certificates, and test reports

Test façade handover records, certificates, and test reports for completeness using an interactive checklist that is commentable and can export as PDF/Excel.

Project:

Date:

Filled by:

Document Control & Indexing

1	Validate the master deliverables index against the approved contract deliverables matrix; method: side-by-side comparison; acceptance: 100% required façade documents listed; evidence: signed index and gap log.
2	Enforce approved naming, numbering, and version control in the DMS; method: batch audit; acceptance: zero orphan or duplicate files; evidence: audit report screenshot.
3	Confirm file formats per approved project specifications (PDF/A for records, searchable text, native CAD with Xrefs); method: file properties check; acceptance: all compliant; evidence: export of format report.
4	Verify revision history shows preparer, reviewer, and approver with dates; method: stamp/signature check; acceptance: complete approval chain present; evidence: photos/PDFs of stamped pages.
5	Check transmittals reference correct packages and issue dates fall within the agreed handover window; method: transmittal register review; acceptance: no missing transmittals; evidence: signed transmittal sheets.

Contract & Specification Alignment

6	Cross-check each document's content against approved project specifications and authority requirements; method: 10% spot-check per category; acceptance: zero major deviations; evidence: annotated checklist with references.
7	Verify supplier/subcontractor approvals for façade systems and key components; method: approval letters review; acceptance: approvals issued before installation; evidence: compiled approval pack.
8	Ensure as-built drawings reflect final installed details and interfaces; method: overlay redlines with site photos; acceptance: discrepancies resolved; evidence: signed marked-up overlays.
9	Confirm all deviations/NCRs related to façade materials and methods are closed; method: NCR register check; acceptance: zero open NCRs; evidence: closure certificates and updated register.

Product Certificates & Traceability

10	Match product certificates (panels, glass, frames, anchors, sealants) to batch/lot numbers; method: cross-reference labels; acceptance: one-to-one match; evidence: photos of labels and certificate references.
11	Check fire-related declarations for relevant façade materials; method: scope verification vs product and assembly; acceptance: valid, signed, and aligned to installed configuration; evidence: declarations with dates.
12	Verify protective coating/anodizing warranties state thickness and durability requirements; method: warranty review; acceptance: duration covers defects liability plus agreed buffer; evidence: warranty letters with terms.
13	Confirm glazing certificates list glass make-up, edge treatment, and heat-soak (if applicable); method: certificate vs shop drawing check; acceptance: details align; evidence: initialed certificate copies.
14	Validate façade access/maintenance equipment certificates and load ratings; method: certificate review; acceptance: current and suitable for installed systems; evidence: certificates with equipment IDs.

Testing & Inspection Reports

15	Review water penetration and air leakage test reports; method: compare pressures/results to acceptance criteria; acceptance: pass or documented remedial actions; evidence: signed summary sheet.
16	Check structural tests (proof load, pull-out, bracket deflection) include instrument calibration; method: verify calibration within 12 months of test; acceptance: valid certificates; evidence: attached calibration certs.
17	Verify sealant adhesion/compatibility tests match installed substrates and sealant lots; method: cross-check product IDs; acceptance: pass; evidence: lab reports with test photos.
18	Confirm thermal performance calculations reflect as-built configuration and coatings; method: parameter comparison; acceptance: U-value and SHGC within specified limits; evidence: calculation sheets signed.
19	Ensure site inspection records cover every elevation and typical/atypical details; method: sampling plan review; acceptance: 100% locations signed off; evidence: inspection maps with signatures.
20	Validate leak investigations and remedial works are closed with re-test passes; method: compare before/after records; acceptance: no outstanding leaks; evidence: re-test certificates attached.

Handover Sign-offs & Warranty

21	Assemble O&M; manuals covering cleaning, maintenance cycles, access, and replacement parts; method: content checklist; acceptance: complete and legible; evidence: signed table of contents.
22	Collect training records for building operators on façade access/maintenance; method: attendance logs; acceptance: names, dates, and topics recorded; evidence: signed attendance sheets.
23	Confirm main contractor, specialist subcontractor, and client sign-offs; method: digital signatures; acceptance: all parties sign; evidence: e-signed completion certificates with timestamps.

Digital Archive & Security	
24	Generate an immutable archive of all façade documents; method: export to PDF/A and hash; acceptance: checksum log stored; evidence: hash report with timestamps.
25	Enable a QR code linking to the verified archive index; method: QR generator; acceptance: scans open correct index; evidence: test screenshots of scan results.
26	Set role-based permissions and daily off-site backups; method: admin configuration; acceptance: backup logs show last 24 h; evidence: exported admin report.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Test façade handover records, certificates, and test reports for completeness is a critical closeout task that safeguards client acceptance, reduces dispute risk, and ensures traceable performance history. This checklist focuses on façade documentation audit, as-built dossier verification, and final test evidence review, keeping scope strictly on paperwork and records rather than physical rework. You will confirm coverage against the deliverables matrix, align content with approved project specifications and authority requirements, and verify validity of certificates, calibration evidence, and sign-offs. The outcome is a clean, searchable, and secure façade handover package that proves weather performance, structural adequacy, fire-related declarations, access system conformity, and maintenance readiness. By catching gaps early—like expired calibrations, missing batch traceability, or unclosed NCRs—you avoid late delays, re-tests, and payment retention. Use this interactive, commentable checklist to tick items, attach clarifications, and export as PDF/Excel with a QR code that authenticates the final archive.	1. Preparation: Gather contract deliverables matrix, approved project specifications, façade package registers, and site evidence (photos, as-builts). Ensure access to the DMS, QR generator, hashing tool, and PPE if field verification is needed. 2. Initiate interactive mode: Open the checklist, assign responsibilities and due dates, and tag elevations/zones. Tick items as you verify, attach photos/screenshots, and link files from the DMS. 3. Use comments to resolve gaps: Log issues, request clarifications from suppliers/test labs, and upload revised documents. Track status until all actions are closed and re-tests pass where required. 4. Export and sign-off: Generate a PDF/Excel export of the completed checklist, including evidence links. Obtain digital signatures from contractor, façade specialist, and client representatives. 5. Archive and authenticate: Create a PDF/A archive, produce a checksum log, and publish a QR code that opens the verified index. Store backups and set role-based permissions.