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Test façade operable windows: opening, locking, air-seal

Test façade operable windows with an interactive checklist that is commentable and export as PDF/Excel. Verify opening, locking, and air-seal performance with calibrated evidence.

Project:
Date:
Filled by:

Pre-Test Preparation

1	Confirm test population and unit IDs against drawings and QA plan; tag samples.
2	Verify weather: wind < 5 m/s, temperature 10–30 °C; record with anemometer/thermometer; acceptance per approved project specifications.
3	Inspect frames, sashes, and gaskets; clean contact surfaces with lint-free cloth and isopropyl; acceptance: continuous, undamaged seals; photo evidence.
4	Calibrate/validate manometer, fan, smoke pencil, and force gauge same day; attach certificates; acceptance: within validity; upload files.
5	Isolate adjacent openings, disable local HVAC, and seal unintended paths with low-tack tape; acceptance: isolation checklist signed; photos.

Opening Operation Tests

6	Measure handle operating force to first sash movement with force gauge; record N; acceptance: within project-specified limit; video if jerky motion.
7	Open sash fully; check smooth travel and alignment; measure clearances using feeler gauge; acceptance: rub-free, 2–4 mm or per spec; photos.
8	Verify hinge, stay arm, and restrictor function; measure opening angle with digital angle finder; acceptance: within specified angle; record degrees.
9	Cycle window 10 times to stabilize hardware; monitor for loosening/binding; acceptance: no abnormal noise or fastener migration; note actions.
10	Check insect/ventilation screens fit; acceptance: no gaps > 2 mm; clips secure; photo close-ups of corners.

Locking and Security Tests

11	Measure locking force to full latch with force gauge; record N; acceptance: within project limit; note handle travel.
12	Confirm multi-point lock engagement using marker/feeler check; acceptance: all points engaged with even compression; photos of strikes.
13	Assess gasket compression via 1–2 mm shim drag test around perimeter; acceptance: continuous contact; log stiff or soft spots.
14	If egress-rated, test one-hand emergency release; time with stopwatch; acceptance: open within specified seconds and force; record results.
15	Verify keyed cylinders and child restrictors; acceptance: two keys logged, restrictor releases then re-secures; upload key register.

Air-Seal Performance Tests	
16	Install temporary test chamber or blower-door hood; seal edges with low-tack tape; acceptance: airtight setup verified by smoke; photos.
17	Stabilize differential pressure per specification (e.g., ± 50 to ± 75 Pa) using calibrated fan/manometer; acceptance: ± 2 Pa stability; record baseline.
18	Conduct qualitative smoke test at frame, corners, hardware penetrations; acceptance: no sustained inward smoke movement; capture video evidence.
19	Measure leakage at required pressure steps; log flow in L/s·m ² of opening area; acceptance: meets project limit; upload data sheet.
20	Identify leakage paths and apply compatible sealant or gasket adjustments; retest same pressure; acceptance: measured reduction to within limits; before/after photos.

Post-Test Closeout	
21	Remove chamber and tapes; restore finishes; acceptance: no residue or surface damage; closeout photos of perimeter.
22	Compile report: unit IDs, instruments, calibration dates, environment, forces, angles, leakage; reviewer signs; export PDF/Excel; attach QR link.
23	Issue punch list for nonconforming units with corrective actions and target dates; acceptance: distribution confirmed; responsible party acknowledgment attached.
24	Archive permits, approvals, and test data per records plan and authority requirements; acceptance: repository link active; QR-authenticated index stored.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Test façade operable windows for opening, locking, and air-seal performance is a focused procedure for verifying window operation, user safety, and envelope airtightness. This checklist supports operable window testing, window operation and locking verification, and air infiltration checks during construction closeout or periodic maintenance. It covers functional opening cycles, multi-point locking engagement, gasket compression, and qualitative/quantitative air-leak assessments using smoke and calibrated instruments. By following a consistent method, teams reduce callbacks, prevent water and air ingress paths, and document conformance per approved project specifications and authority requirements. Outcomes include verified operating forces, aligned sashes, recorded pressure differentials, and leakage rates referenced to the tested opening area. The process also captures corrective actions and retest results, preserving a full audit trail. Start in interactive mode to tick items, attach photos and readings, leave comments, and export as PDF/Excel; a QR-secured link supports rapid retrieval during inspections.</p>	<p>1. Preparation: Confirm sampling, access, and safety. Gather calibrated manometer, fan, smoke pencil, force gauge, feeler gauges, angle finder, low-tack tapes, cleaning materials, and PPE. Coordinate HVAC shutdown and occupant notifications. 2. Enable interactive mode on your device. Select the window ID from the schedule, review prerequisites, and open the photo and reading placeholders for efficient data capture on each item. 3. As you progress, tick each step, input numeric readings with units, and attach photos or short videos. Add comments to explain site conditions, adjustments, or deviations from the planned sequence. 4. Use issue tagging to assign nonconformances to responsible parties with target dates. Track remedial actions and retests by linking new evidence to the original item. 5. Export finalized results as PDF/Excel for submittals and archive. Share the QR-authenticated link with stakeholders for quick verification during walkdowns or audits. 6. Sign-Off: Obtain digital signatures from the tester, contractor QA, and consultant. Lock the record and store it in the project repository per approved procedures.</p>