

Door and Window Installation Inspection

Project Name: Checksheets.com	Project Code: CHKSHEETS1
Equipment Tag: -----	System: -----
Discipline: Architectural	Location: -----
Contractor: -----	Date: 22/01/2026

1. Installation Verification

Verification of proper installation according to drawings and specifications

#	Activity / Check Item	Response		
1	Verify door/window installed in correct location as per design drawings <i>Ref. Design drawings and specifications</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
2	Check frame is properly fixed to structure with adequate anchorage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
3	Verify frame is vertically plumb and horizontally level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
4	Check door swing/sliding direction matches design requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
5	Verify clear opening dimensions with door/window in fully open position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

2. Hardware and Components

Inspection of all hardware components and fittings

#	Activity / Check Item	Response		
6	Verify all hinges are properly aligned and securely fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
7	Check all handles, grips, and operators are fitted and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
8	Verify lock installation and operation with correct keys provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
9	Check door closer/operator adjustment and proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
10	Verify panic hardware operates correctly and meets code requirements <i>Ref. Fire safety codes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
11	Check door stops, catches, and hold-open devices function properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
12	Verify window hardware including locks, operators, and stays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

3. Weatherproofing and Sealing

Inspection of weatherproofing, seals, and gaskets

#	Activity / Check Item	Response		
13	Check all gaskets and seals are properly installed without gaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
14	Verify weatherstripping is complete and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

15	Check frame-to-wall sealing is complete and watertight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
16	Verify threshold sealing and drainage provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
17	Check caulking and sealant application is neat and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
18	Verify fire-rated sealing maintains required fire integrity <i>Ref. Fire rating requirements</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

4. Operation Testing

Functional testing of door and window operation

#	Activity / Check Item	Response		
19	Test door opens and closes smoothly without binding or sticking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
20	Verify door closes completely and seals properly against frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
21	Test window operation including opening, closing, and locking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
22	Check automatic door operator functions correctly if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
23	Test emergency release mechanisms and backup systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
24	Verify pressure relief valves operate correctly if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

5. Final Inspection and Documentation

Final checks and documentation requirements

#	Activity / Check Item	Response		
25	Check nameplate, tags, and fire rating labels are visible and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
26	Verify glass is properly installed and free from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
27	Check finish is undamaged and free from contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
28	Verify architectural finishes around frame are complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
29	Check lubrication of hinges, latches, and moving parts is complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
30	Confirm installation drawings have been marked up as-built <i>Ref. Project completion procedures</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
31	Record any punchlist items requiring correction <i>List any deficiencies or items requiring attention</i>			

Prepared By:

Reviewed By:

Approved By:

Date: _____ Sign: _____

Date: _____ Sign: _____

Date: _____ Sign: _____