



Job Completion Check List

Customers Name: _____

Building Size: _____

Location : _____

STRUCTURAL INSPECTIONS

YES NO

- | | | | |
|----|---|-----|-----|
| a. | Do all anchor bolts have washers and properly nutted? | ___ | ___ |
| b. | Is steel plumb, square, and aligned? | ___ | ___ |
| c. | Are required brace rods tight with necessary bevel washers? | ___ | ___ |
| d. | Do base plates align properly with concrete? | ___ | ___ |
| e. | Have all connections been properly made and fully bolted according to plans and specifications? | ___ | ___ |
| f. | Are High Tensile bolts in place and torqued as required? | ___ | ___ |
| g. | Are eave struts, main building and canopies, straight and level? | ___ | ___ |
| h. | Are purlins and girts properly made up and in good alignment without roll-over and with all sag rods in place? | ___ | ___ |
| i. | Have all component parts, ridge sag rods, clips angles, haunch and flange braces, etc., as called for on erection drawings been properly installed? | ___ | ___ |
| j. | Is structural primer clean, with shop coat in good condition and any erection marks, burn and / or smoke repainted? | ___ | ___ |
| k. | Have exposed structural members with shop coat been given a field coat? | ___ | ___ |
| l. | Are headers and jambs for framed openings straight, unwarped and erected plumb and square, are unused holes in the opening filled with bolts? | ___ | ___ |
| m. | Was any burning or welding, not ordered on erection drawings, necessary? If yes, explain on reverse side. | ___ | ___ |
| n. | Are any structural components bent, warped, or dented? If yes, identify these areas on erection drawings and return with this form. | ___ | ___ |



Job Completion Check List

SHEETING AND TRIM

YES NO

- | | | | |
|----|--|-----|-----|
| a. | Have roof and wall sheets been properly aligned, lapped and fully fastened? | ___ | ___ |
| b. | Have fasteners been over-driven? | ___ | ___ |
| | Are any fasteners loose? | ___ | ___ |
| | Are any fasteners missing? | ___ | ___ |
| c. | Have bottoms of sheets been dented by improperly aligned base angle? | ___ | ___ |
| d. | Do sheets or trim show ladder scratch or other field damage? | ___ | ___ |
| e. | Are all field-cut sheets cut clean, showing careful workmanship, and properly covered by trim or flashing? | ___ | ___ |
| f. | Is all trim in place, neatly and carefully installed with laps fastened and all joints and butts closely fitted? | ___ | ___ |
| g. | Is gutter straight; do all laps have sealant and are they adequately fastened? | ___ | ___ |
| h. | Are there any short sections of gutter or trim due to improper field cutting? | ___ | ___ |
| i. | Are down spouts according to plan, properly cut-in and sealed, jointed with the flow, neatly secured and fastened to high rib in vertical line; are bottoms of elbows above finished paving line, or properly lead into underground drain? | ___ | ___ |
| j. | Have proper fasteners been used in applying trim? | ___ | ___ |
| k. | Has roof been swept, gutters cleaned, roof and wall sheets cleaned of drill shavings? | ___ | ___ |
| l. | Have scratches in panel and trim been touched-up painted? | ___ | ___ |

WEATHER PROOF

- | | | | |
|----|--|-----|-----|
| a. | Has sealant, when required, been properly installed and has loose mastic and paper backing been removed? | ___ | ___ |
| b. | Has closure strip been carefully installed and sealed where required? | ___ | ___ |
| c. | Are there any light leaks? | ___ | ___ |



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	<u>YES</u>	<u>NO</u>
d. Have LTP, roof vents, sheet cuts at openings, windows, thresholds and any other points of possible leakage been carefully and neatly sealed with prescribed material?	___	___
e. Has loose film been removed from LTP?	___	___
f. Have four-way laps been checked to insure pigtailed was properly installed?	___	___
g. Have pigtailed been checked to insure proper location?	___	___
h. Have mitered eave panels been properly caulked?	___	___
i. Are LTP free of cracks (especially at fastening points)?	___	___

INSULATION

d. Is insulation neatly installed according to standard for lapping and securing?	___	___
e. If used, has mesh wire been tightly stretched, properly secured, buttlaps hidden behind purlins and side laps made continuous?	___	___
f. If used, are insulation trim strips properly secured with laps behind purlins?	___	___
g. Has insulation been folded back at eave strut and around all openings?	___	___
h. Has exposed insulation at bottom of wall sheets been facing lapped back to prevent wicking?	___	___
i. Have all punctures or tears in vapor barrier been properly sealed?	___	___
j. Have the proper length fastener been used for insulation thickness?	___	___

ACCESSORIES

a. Do all accessories having manual or mechanical movement operate freely and properly?	___	___
b. Do walk doors fit openings and latch properly?	___	___
Do lock sets operate?	___	___
Does interlock weather strip fit?	___	___
Is glazing complete?	___	___
c. Do slide doors operate freely; are all guides in place; is latch properly aligned?	___	___



Job Completion Check List

	<u>YES</u>	<u>NO</u>
d. Do overhead doors fit and close; are keepers and lock sets properly adjusted; is tension correct?	___	___
e. Are all door keys accounted for?	___	___
f. Do all windows work freely and latch properly?	___	___
Is all glazing complete?	___	___
Are latches installed properly?	___	___
g. Are all vent dampers hooked up and operating properly?	___	___

OVER-ALL INSPECTION

a. Have any original building plans and any changes been fully complied with?	___	___
b. Are all openings located according to plan?	___	___
c. Are side wall sheet lapped away from street-front of building or prevailing winds?	___	___
d. Are all fasteners lines straight and in prescribed pattern?	___	___
e. Are all building lines proper; eave and rake line, openings, ridge and vents?	___	___
f. Is building identification properly installed?	___	___
g. Has proper touch-up of color imperfections on sheets and trim been satisfactorily accomplished?	___	___
h. Have all mud, hand prints or other handling and erection marks been properly removed?	___	___
i. Has construction site been properly cleaned and cleared of debris?	___	___
j. Is flashing around openings in roof or between building and other collateral material such as masonry, glass, etc. proper and correct?	___	___
k. Has pre-engineered building primary or secondary steel been modified to accommodate a field change? If yes, note on erection drawings.	___	___

Date: _____ Signature: _____
Erection Foreman or Superintendent