

# Inspection Record for Windows, Doors, Openings of Buildings

Record No.: \_\_\_\_\_

Client: _____	Subcontractor: _____
Project No.: _____	Subcontract P.O. No.: _____
Project Name: _____	Building: _____

Reference document: \_\_\_\_\_

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
<b>1.0 Windows</b>				
1.1 Make/dimensions/model material/color				
1.2 Installation/tightness				
1.3 Opening/closing				
<b>2.0 Doors</b>				
2.1 Make/dimensions/model material/color				
2.2 Opening/closing				
2.3 Mechanical/electrical/operations (if applicable)				
2.4 Locking/keys				
2.5 Firedoor ..... hours fire-resistant (Attach certificate)				
<b>3.0 Other openings</b> (for HVAC for example)				
3.1 Make/dimensions/model material/color				
3.2 Installation/tightness				
3.3 Opening/closing				

H - Company's presence is mandatory for all activities in section.  
h - Company's presence is mandatory.

Attachments, No. of pages: \_\_\_\_\_

Accepted for Subcontractor	Accepted for Company	Accepted for Client
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

\* Company only initials for holdpoint