



Metal Building Systems Assembly

A. STRUCTURAL	YES	NO
1 Are anchor bolt locations rechecked before starting assembly?		
2 Are all anchor bolts clean, washered, and properly nutted?		
3 Are all anchor bolts the proper size and projection as shown on the anchor bolt plan?		
4 Has the concrete properly cured before starting assembly?		
5 Are the materials checked against tally sheets while unloading?		
6 Are the materials unloaded carefully without unloading damages?		
7 Is the material unloaded to minimize rehandling?		
8 Is blocking used to keep materials out of mud or water?		
9 Are the sheets stored off the ground, covered and elevated to minimize condensation possibilities?		
10 Are the workmen instructed not to walk on the red iron with muddy shoes and not to walk on the sheets at all while they are on the ground?		
11 Is the steel assembled plumb, square and aligned?		
12 Are the required brace rods tight with the necessary hillside (beveled) washers installed?		
13 Is the concrete level under the base plates?		
14 Have all connections been properly made and fully bolted according to plans and specifications?		
15 Are High Tensile bolts in place and tightened as required?		
16 Are eave struts on main building and canopies straight and level?		
17 Are purlins and girts properly made up and in good alignment without rollover and with sag rods in place?		
18 Are all components parts, sage angles, ridge sag rods, clip angles, haunch and flange braces, etc. as called for on Assembly drawings, properly installed?		
19 Is structural primer clean, with shop coat in good condition and any assembly marks, burns from welding properly repainted?		
20 Is the maximum amount of sub-assembly work done on the ground?		
21 Are the intermediate endwall columns used to support post and beam endwall rafters?		
22 Is the first based bay plumbed and braced, including flange braces installed, before proceeding to succeeding bays?		
23 Will the building be properly braced and guyed in all stages of assembly to prevent wind damage, in the event of sudden gusts of wind?		
24 Are the nuts left loose to expedite plumbing the entire framework?		
25 Is the framework properly plumbed and squared and then all bolts tightened?		
26 Are the washers installed at structural connections, if required on plans?		
27 Are all anchor bolts properly tightened?		
28 Are all diagonal brace rods properly tightened to prevent twisting and distortion of the structural members?		
29 Are all framed openings properly sized, squared, plumbed and secured?		
30 Are all purlins straight, true and properly positioned?		
31 Are all girts straight, true, and properly blocked to prevent sagging?		
32 Are headers and jambs for framed openings straight, unwarped, and erected plumb and square, are unused holes in the framed opening filled with bolts?		

33	Are all of the parts supplied by the manufacturer installed?		
34	Are any structural components bent, warped, or dented? If yes, identify these areas on assembly drawings and notify the manufacturer?		
35	Did you caulk under the base angle?		

B. SHEETING AND TRIM		Yes	No
1	Is your sheeting free of oil canning?		
2	Are all roof and wall sheets properly aligned, lapped and fully fastened?		
3	Are sheet screen holes pre-drilled using a tested template?		
4	Is framework rechecked for alignment before sheeting is started?		
5	Has the net coverage of sheeting been checked carefully, especially at frame lines?		
6	Are the ribs on the roof sheets in alignment with the rafters?		
7	Have the fasteners been over-driven?		
8	Have the fasteners been under-driven?		
9	Are any fasteners loose?		
10	Are fasteners well aligned?		
11	Are any fasteners missing?		
12	Have the bottoms of the sheets been dented by improperly aligned base angle and over-tightened screws?		
13	Are all sheet side laps tight fitting and properly stitched?		
14	Has mastic been properly applied on roof laps?		
15	Are all sheet surfaces free from mud, dirt, grease, sealer or any other foreign material?		
16	Have roof or wall panels been damaged before or during assembly?		
17	Have doors and windows been installed according to plans and assembly details?		
18	Have skylights, roof vents, louvers, windows and doors been checked for possible leaks?		
19	Has the roof sheets, gutters, wall sheets and base angles been properly cleaned daily and upon completion to remove steel shavings?		
20	Do all windows and screens operate smoothly?		
21	Do sheets or trim show ladder scratches or other field damage?		
22	Are all field-cut sheets cut clean, showing careful workmanship, and properly covered by trim or flashing?		
23	Is all trim in place, neatly and carefully installed with all laps fastened and all joints and butts closely fitted?		
24	Is gutter, eave trim, rake trim, and all flashing straight, do all laps have sealant and are they adequately fastened?		
25	Are there any short sections of gutter or trim due to improper field cutting?		
26	Are downspouts according to plan, properly cut-in and sealed, jointed with the flow, neatly secured and fastened to high ribs in a vertical line; are bottoms of elbows above finished paving line, do they properly lead into underground drains?		
27	Have proper fasteners been used in applying trim?		
28	Is roof swept daily and upon completion, gutters cleaned, roof and wall sheets cleaned of drill shavings?		
29	Have scratches in panel and trim been touch-up painted?		

C. WEATHERPROOFING			
1	Has sealant, when required, been properly installed and has loose mastic and paper backing been removed?		
2	Have screws been installed on the dry sides of laps or through the mastic?		
3	Have closure strips been carefully installed and sealed where required with screws installed on the dry side or through the mastic?		

4	Are there any light leaks?		
5	Have skylights, wall lights, roof vents, street cuts at openings, windows, thresholds, and other points of visible leakage been carefully inspected and neatly sealed with prescribed material?		
6	Has loose film been removed from skylights, wall lights and trim?		
7	Have sealant (pigtailed) at four-way laps been checked to insure they are airtight and watertight?		
8	Have eave pigtailed been checked to insure proper location to insure they are airtight and watertight?		
9	Are the ridge purlins, eave struts and base angles marked to maintain sheet modularity?		
10	Have mitered eave panels been properly caulked?		
11	Do roof panels and wall panels align?		
12	Are skylights free of cracks (especially at fastening points)?		

D. INSULATION		
1	Is insulation neatly installed according to standards for lapping and securing?	
2	If used, has mesh wire and permanent safety nets been tightly stretched properly secured, buttlaps hidden over purlins and side laps made continuous?	
3	If used. Are insulation trim strips properly secured with laps over purlins?	
4	Is the insulation free from sags, rips, tears or snags?	
5	Has insulation been lapped at the eave strut and folded back around all openings?	
6	Has exposed insulation at bottom of wall sheets been lapped back to prevent wicking?	
7	Are all seams in the insulation properly sealed to insure an efficient vapor barrier?	
8	Are all eaves, rakes and corners properly insulated?	
9	Are all punctures or tears in the vapor barrier properly sealed?	
10	Has the proper length fastener been used for the insulation thickness?	
11	Are all closure strips properly inserted and is mastic applied at top and bottom where it is required?	
12	Are closure strips well aligned?	

E. ACCESSORIES		
1	Do all accessories having manual or mechanical movement operate freely and properly?	
2	Do walk doors fit openings and latch properly?	
3	Do locksets operate?	
4	Does interlock weather-strip fit?	
5	Is door glazing complete?	
6	Do slide doors operate freely; are all guides in place, is latch properly aligned?	
7	Do overhead doors fit and close, are keepers and locksets properly adjusted, is tension correct?	
8	Are all door keys accounted for?	
9	Do all windows work freely and latch properly?	
10	Is all window glazing complete?	
11	Are latches installed properly?	
12	Are all vent dampers hooded up and operating properly?	
13	Did you caulk the thresholds?	
14	Did you caulk the door frames at the concrete?	

F. FINAL INSPECTION		
1	Have original building plans and any changes been fully complied with?	
2	Are all openings located according to plan?	
3	Are all sidewall sheets lapped away from street front of building or prevailing winds?	
4	Are all fastener lines straight and in prescribed pattern?	

5	Are all building lines proper, eave and rake line, openings, ridge and vents?		
6	Is building identification properly installed?		
7	Has proper touch-up of color imperfections on sheets and trim been satisfactorily accomplished?		
8	Have all mud, footprints, handprints, or other handling and assembly marks been properly removed?		
9	Has the construction site been properly cleaned and cleared of debris?		
10	Was the site left broom clean?		
11	Is flashing around openings in roof or between building and other collateral material such as masonry, glass, etc. proper and correct?		
12	Has pre-engineered building primary or secondary steel been modified to accommodate a field change? If yes, did you notify the manufacturer?		
13	Were dirt, grease and soil removed from sheets, doors flashing, etc.?		
14	Have roof and wall panels been checked to see that all holes drilled in them have been filled with screws or rivets?		
15	Was the building constructed and completed to the purchaser's satisfaction?		
16	Did you turn in plans, manifests and assembly manuals to your supervisor?		