



CLEARSPAN PROJECT COMPLETION CHECKLIST

*****NOTE: ANY "NO" RESPONSES INDICATE AN UNFINISHED PROJECT. USE COMMENT SECTION AT THE END OF THIS DOCUMENT TO EXPLAIN "NO" ANSWERS*****

SELECT ONE OF THE FOLLOWING OPTIONS FOR EACH ITEM	NO N/A YES
B1. Rafters have been anchored properly using the anchoring method designated by the customer and/or engineer.	
B2. The rafters have been installed properly and are plumb and square	
B3. All lateral braces, angle braces and flange braces are securely fastened.	
B4. Wind bracing (rods or cable X bracing) is installed in the proper pattern.	
E1. End wall vertical columns have been anchored properly using the anchoring method designated by the customer and/or engineer.	
E2. End wall vertical columns have been installed per design and are plumb.	
M1. All metal sheeting appears to be securely fastened. All fasteners appear to be installed.	
M2. All penetrations/cutouts for doors, fans, vents, etc. are properly located per the plans. Trim and flashing around penetrations are neat and securely fastened to the frame.	
M3. All metal sheeting is virtually free of excessive dirt and debris.	
M4. All metal sheeting is free of dents, dings, scratches, holes and any other apparent damage.	
M5. All trim appears to be neat and securely fastened.	
M6. Soffit cladding complies with the customer's intent for ventilated or non-ventilated and appears to be securely fastened.	
M7 All steel components comply with the customer's intended color selections.	
A1. All pedestrian doors have been installed in the proper location, open in the direction designated by the customer, open and close with minimal rubbing, and locksets work properly.	
A2. Overhead doors are installed in the proper location and are the correct size. Overhead door types/styles comply with the customer's expectations (fabric gathering doors, steel rollup doors, etc).	
A3. Overhead doors operate smoothly without catching or snagging and are free of any defects or damage.	
A4. Exhaust fans, vents and lights have been installed per the customer's expectations including quantities, sizes and locations. These accessory items appear to be free of defects or damage.	
G1. The construction crew has left the jobsite clean and organized. Debris has been disposed of or placed in a customer-designated area.	



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SELECT ONE OF THE FOLLOWING OPTIONS FOR EACH ITEM	NO	N/A	YES
G2. The customer has received a copy of the "maintenance and care document."			
G3. The foreman and customer have filled out the warranty card information.			
G4. The customer approves of the overall installation			

COMMENTS

*****PLEASE REFERENCE ANY ITEMS ABOVE MARKED "NO" HERE AND INCLUDE AN EXPLANATION OF THE CONCERN AND FORWARD SUPPORTING PHOTOS TO THE INSTALLER AND/OR CLEARSPAN PROJECT MANAGER*****

SIGNATURES

*****BY SIGNING, YOU ACKNOWLEDGE THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE*****

Order Number _____ Job Name _____

Construction Crew Leader (Print Name): _____

Construction Crew Leader (Signature): _____ Date: _____

Customer (Print Name): _____

Customer (Company): _____

Customer (Position/Title/Relation To Project): _____

Customer (Signature): _____ Date: _____