



# 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\***

<b>SELECT ONE OF THE FOLLOWING OPTIONS FOR EACH ITEM</b>	<b>NO</b>	<b>N/A</b>	<b>YES</b>
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.			
F1. Roof covers have been installed and securely fastened. Roof covers appear to be tight and have minimal wrinkles.			
F2. Side wall fabric has been installed and securely fastened. Side wall fabric appears to be tight and have minimal wrinkles.			
F3. End wall fabric has been installed and securely fastened. End panel/s appear to be tight and have minimal wrinkles.			
F4. All penetrations/cutouts for doors, fans, vents, etc. are properly located per the plans and fabric is securely fastened to the jambs.			
F5. All fabric cladding is virtually free of excessive dirt and debris.			
F6. Fabric cladding is free of any rips, holes or tears.			
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.			



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SELECT ONE OF THE FOLLOWING OPTIONS FOR EACH ITEM	NO	N/A	YES
G1. The construction crew has left the jobsite clean and organized. Debris has been disposed of or placed in a customer-designated area.			
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: \_\_\_\_\_