

# Inspection Plan Sample Template

INSPECTION PLAN

08/22R1.0

1. Inspecting Firm's Business Name
  - a. Name of principal design professional in charge of inspection
  - b. Business Address
  - c. Contact Phone
  - d. Contact Email
2. Building Name
  - a. Building address
  - b. Building owner
3. Building description
  - a. Number of stories
  - b. Type of glass panels
  - c. List unusual conditions
4. Research archive building information in public records for previous structural glazing reports and building plans.
  - a. Plans available?
  - b. Prior glazing reports available from public records or private holding?
  - c. Review original design drawings, shop drawings and other documents available.
  - d. Review original SSG design calculations or perform calculation to determine stress on sealant or the wind load design pressures if using ASTM E330 testing.
  - e. Interview building management regarding history of panels.
5. Previous structural glazing report found.
  - a. Last inspection performed:
  - b. The inspection report performed a close-up examination of story numbers:
  - c. Panels Tested?
  - d. Test report results:
6. Assess the condition of the scaffolding outriggers, anchor points, hooks, and irons at the roof level
  - a. Hire the scaffolding company
  - b. Observe all OSHA safety requirements for scaffolding/suspended platforms to be used (29 CFR 1926.450)
7. Determine the level of evaluation necessary for the current recertification period.
  - a. Determine the evaluation level to be performed from the guidelines.
  - b. Evaluation level to be performed: # \_\_\_\_
  - c. Follow procedures in guidelines and ASTM C1394.
8. Perform general examination of the building façade.
  - a. Follow examination procedures according to the evaluation level.
  - b. Use high resolution photography/video of the building's façade.
  - c. Determine overall condition classification of the building
9. Use a suspended platform drop to closely examine the following stories for Level 2 evaluation:
  - a. Story(ies) to examine:
10. If Level 3 deterioration is found panel testing will be performed according to ASTM C1392 or ASTM E330:
  - a. Contact a TAS 301 certified laboratory to perform appropriate test.
  - b. Name of TAS 301 certified laboratory.
  - c. Provide reports for each panel.
11. Classify the overall building Inspection Results as:
  - a. Safe; or
  - b. Safe but repair or maintenance required; or
  - c. Unsafe
  - d. Explanation of results

This sample template is design to provide guidance about the information being sought on such inspection plan for the structural glazing report. Please provide the plan on company letterhead with any additional information necessary. This inspection plan must be included as part of the submittal for the structural glazing inspection report.