



Certified Installation Technician Audit

Applicant: _____

Company: _____

Project: _____

Date: _____

1. Project Management.

- _____ Demonstrated careful preplanning in preparation of project.
- _____ Familiarity with the site conditions upon arrival.
- _____ Arrival on site with complete installation packets and paperwork.
- _____ Demonstrated good understanding of installation drawings and measurements on drawings.
- _____ Demonstrated excellent customer interface and communication.
- _____ Demonstrated excellent decision making while on site.
- _____ Carefully plans out non-intrusive cutting areas to ensure installation area remains clean and minimizes interruption to customer.
- _____ Quickly and professionally addressed any change orders with both customer and management.
- _____ Demonstrated outstanding leadership with crew.
- _____ Demonstrated good organization of work flow throughout project.
- _____ Carefully planned out starting points.
- _____ Carefully evaluated wall and floor level and plumb conditions.

2. Installation Tool Proficiency and Expertise

- _____ Arrival on site with all required tools to complete installation.
- _____ Demonstrated good care for tools within their tool kit.
- _____ All tool blades were clearly sharpened or in proper condition for usage.
- _____ Excellent knowledge and use of laser level and all measuring instruments.
- _____ Excellent care and knowledge in use of Mitre and or chop saws.
- _____ Excellent knowledge and use of hammer drill as required.
- _____ Excellent care and knowledge in use of skill saw as required.
- _____ Excellent care and knowledge in use of glass suction cups.
- _____ Utilized dead blow hammer effectively in securing required seating of joint cover strips.
- _____ Demonstrated skill in use of power drills
- _____ Excellent knowledge and use of panel saw (if available).
- _____ All material cuts with tools were made with very tight tolerances.

3. Material Proficiency and Expertise

- _____ Demonstrated knowledge and care for various material in the staging of material.
- _____ Demonstrated outstanding expertise while handling and installing glass materials.
- _____ Demonstrated knowledge of appropriate tool use for product cuts and placement.

4. Nxtwall Installation Process Expertise

- _____ Demonstrated good knowledge of locating ideal starting points.
- _____ Identified walls and/or floors out of level or plumb and planned accordingly.
- _____ Established and/or worked within a process that provided efficiency and consistency in the installation process.
- _____ Utilized adequate number of retention clips to secure wall board and glass during installation.

5. Quality Installation Review

Framing

- _____ Installation was done in accordance with the drawing provided.
- _____ All track and corner cuts were exact to ensure a less than 1/16th gap at any and all intersection points.
- _____ Ceiling track was secured either with self tapping screws or Caddy Clips.
- _____ Floor track was secured to floor with appropriate fixings to ensure a secure hold to the floor.
- _____ All vertical and horizontal studs are plumb and or level.
- _____ All studs are secure with machine retention screws, and self tapping screws, to ensure it holds in position.
- _____ All corners are secured adequately to top and bottom track to ensure walls are stable at corner.
- _____ Wall anchors or toggles were used to secure wall start adequately.
- _____ All track joiners and angle brackets are in place and secure.

Wall Installation

- _____ All cuts of wall board were done with close tolerances to ensure a good fit, a stable wall, and good acoustics.
- _____ Insulation was placed or packed tight in wall to ensure outstanding acoustical performance.
- _____ All wall board has been optimized utilizing full 4' or 5' pieces where possible.
- _____ Material installed is free of material defect or workmanship.

Glass and Glazing

- _____ Glass was measured carefully to allow no more than 3/8" inch smaller than actual opening.
- _____ All glass is cleaned or wiped down.

- _____ All double pane glass has been thoroughly cleaned inside, free of smudges or markings.
- _____ Shims were used as required where floors were out of level to ensure Extrusions free from "bowing or bending".

Doors

- _____ All doors were hung plumb with all screws affixed carefully into the the door jambs and sunk appropriately into bevel.
- _____ All door hinges are placed in a manner with the top hinge being approximately 6" - 8" from top of door and bottom hinge and approximately 10" - 12" from floor. Center hinge is centered.
- _____ All doors 8' and over are to have 4 hinges.
- _____ All tapcons were anchored adequately to ensure a rigid wall during door closure.
- _____ All gaps between door and door frame are consistent.
- _____ All sliding doors roll freely with minimal effort.

Finishing Work

- _____ All joint cover strips and finishing cover cuts were exact to ensure a less than 1/16th gap at any and all intersection points.
- _____ All glass stud bead and track bead are carefully cut to fit tight.
- _____ All joint cover strips are secure and or seated into place.
- _____ Proper installation of all gasket sealing material at wall starts and top and bottom tracks.

6. "Safety First" Attitude

- _____ Demonstrated care and consideration to himself and others in the use of all power cutting tools.
- _____ Demonstrated care and consideration to himself and other in the use of ladders and hoists.
- _____ Demonstrated correct posture while lifting material.
- _____ Utilized material handling equipment in the movement of the heavy objects from truck, to staging, to install.
- _____ Utilized safety glasses while using any power equipment.
- _____ Utilized hard hats when required in compliance with construction site requirements.
- _____ A "clean work site is a safe work site" policy was adhered to.

Auditor Name: _____

Signature: _____

Company: _____

Date: _____

Score: _____

Recommendation: _____

