BCM GLASS

Site Readiness Checklist

Before the glazing crew mobilizes

Why a readiness check

A glazing crew can only move as fast as the site allows. Most glazing delays come from openings, access, or adjacent work that is not ready, not from the glazing itself. Walk the area with the glazing foreman before mobilizing, confirm each item, and assign an owner and a date to anything still open. Guaranteed opening dimensions are always preferred: frames can be built and glass ordered before the openings are ready.

1. PROJECT INFORMATION

Project name	Area or elevation	Date of walk

General contractor	Superintendent	Glazing contractor

Glazing foreman	Planned mobilization date	Dimension basis

Dimension basis: Guaranteed (signed Guaranteed Opening Dimensions form) or Field verified (enter the date openings will be ready).

2. READINESS ITEMS

Item	Ready when	Yes	No	N/A	Confirmed by / date
OPENINGS					
Openings framed, plumb, and square	Built to dimension, within the agreed tolerances	☐	☐	☐	
Blocking, backup, and embeds	In place at heads, jambs, sills, and anchor points	☐	☐	☐	
Dimension basis confirmed	Guaranteed (signed form) or field verify date set	☐	☐	☐	
AIR AND WATER BARRIER					
Barrier at openings	Installed and inspected before glazing	☐	☐	☐	
Transition membranes and sill pans	Owner assigned; materials on site	☐	☐	☐	
ACCESS AND HOISTING					
Lift, scaffold, or hoist	In place along the elevations being worked	☐	☐	☐	
Crane or hoisting time	Scheduled, if large units need it	☐	☐	☐	
Clear path to each opening	Coordinated with trades sharing the space	☐	☐	☐	
LAYDOWN AND DELIVERIES					
Laydown area	Flat, dry, protected, and close to the work	☐	☐	☐	
Delivery window and receiver	Agreed, with access for the truck	☐	☐	☐	

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Item	Ready when	Yes	No	N/A	Confirmed by / date
ADJACENT TRADES					
Slab edge work and fireproofing	Complete or sequenced around the glazing	☐	☐	☐	
Interior finishes	Not started at openings that are still open	☐	☐	☐	
Electrical rough-in at entrances	Conduit and boxes in place for electrified hardware	☐	☐	☐	
SITE SERVICES AND SAFETY					
Temporary power	Available at the work areas	☐	☐	☐	
Lighting	Adequate at the work areas, including short winter days	☐	☐	☐	
Site orientation	Scheduled for the glazing crew	☐	☐	☐	
TESTING					
Third-party testing agency	Engaged, with the first field test scheduled, if specified	☐	☐	☐	

3. OPEN ITEMS

No.	Item still open	Owner	Due

4. WALKED AND CONFIRMED BY

General contractor

Name	Title	Signature	Date

Glazing contractor

Name	Title	Signature	Date

General guidance. Tolerances, sequencing, and responsibilities come from the contract documents, the scope assignments, and the system manufacturer. This checklist supplements and does not replace the subcontract.