Masonry Inspection Checklist

Prepared by the
TMS Construction Practices Committee

THE MASONRY SOCIETY
Boulder, CO
PREFACE

The Construction Practices Committee of The Masonry Society has prepared this checklist for use during construction. The checklist can be used in whole or in part to suit the needs of a masonry project. The completed document may become part of the job records for that contract. The checklist is meant to serve as a guide for the masonry inspector/observer’s work throughout the project.

The Masonry Society (TMS) will appreciate receiving suggestions for improving the checklist. Comments may be submitted by mail to TMS, 3970 Broadway, Suite 201-D, Boulder, CO 80304-1135, by fax at 303-541-9215, or by e-mail at info@masonrysociety.org.

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INTRODUCTION

This document serves as a tool for masonry construction inspectors, mason contractors, general contractors, architects and engineers to assist them in assuring compliance with the contract documents. Only those items that relate to masonry construction are included. Items that should be checked are listed without explanation. Not all items will be used on every project, and some projects may use items not listed.

The checklist is divided into five parts:

I. Preconstruction
II. Preparation for Field Work
III. Quality Assurance
IV. Construction
V. Closeout

This document is not an inspector's guide to masonry construction, nor is it a training manual. Rather, it can serve as a basis for the inspector/observer’s daily log. It is to be used as a tool to aid masonry inspectors/observers in the performance of their duties.
## I. PRECONSTRUCTION

### A. Review Contract Documents

1. General Conditions and Construction Contract
   a. Inspector’s scope of responsibility
   b. Approved alternatives and revisions
   c. Addenda
   d. Change orders

2. Specifications
   a. Name and date of applicable building code and its supplement
   b. References to standards
   c. Specified compressive strength, $f_m$
   d. Submittals requirements, log
   e. Testing requirements
   f. Protection of stored materials
   g. Special weather conditions

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<td>o. Types of accessories</td>
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<td>p. Dampproofing and moisture barriers</td>
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<td>q. Flashing system and weeps</td>
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<td>r. Coatings</td>
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<td>s. Mortar mixing and application procedures</td>
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<td>t. Grout placement procedures</td>
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<td>u. Bond pattern</td>
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<td>v. Mortar joint types, size, alignment of head joints</td>
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<td>w. Filled head and bed joints</td>
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<td>x. Tooling of mortar joints</td>
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<td>y. Wall bracing</td>
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<td>z. Construction tolerances</td>
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<td>aa. Protection of completed work</td>
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<td>bb. Cleaning procedures</td>
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<td>c. Details</td>
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<td>d. Location of expansion and control joints</td>
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<td>e. Compressible fillers, adjustable anchors, and other movement control items</td>
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<td>f. Flashing details and locations</td>
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<td>g. Splices, end dams, and laps</td>
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<td>h. Weepholes and vents</td>
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<td>j. Anchors and wall ties: type, size, and location</td>
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<td>q. Foundation and at-grade details</td>
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## Masonry Inspection Checklist

### 4. Submittals
- a. Review approved submittals

### 5. Meetings
- a. Meetings required
- b. Attendance
- c. Agenda

### 6. Schedules
- a. Construction start date
- b. Daily work hours
- c. Overtime hours
- d. Inspections
- e. Testing
- f. Weather delay procedures
- g. Completion date
- h. Punch-lists
- i. Substantial completion procedure
- j. Warranties

### Notes:

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<td>Schedules</td>
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</table>
## B. Mock-up Requirements

1. Materials
   a. Specification compliance
   b. Submittals

2. Construction
   a. Mortar joint size, alignment
   b. Movement joints
   c. Tooling
   d. Penetration details
   e. Flashings, weeps and vents
   f. Cavity details, insulation
   g. Backup details
   h. Anchors, ties and fasteners
   i. Reinforcement
   j. Dampproofing and moisture barriers
   k. Air barriers
   l. Grouting

### Notes:
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## II. PREPARATION FOR FIELD WORK

### A. Storage of Materials
1. Covers and protection from weather damage
2. Set on pallets or dunnage to prevent contact with the ground or other substrate.
3. Isolated from other materials to prevent contamination

### B. Substrates
1. Clean and within moisture limits
2. Structural frames within tolerances
3. Footing and ledge dimensions within tolerances
4. Grade and wall elevations within tolerances
5. Penetrations
6. Reinforcement, dowels, anchors

### C. Submittal Compliance
1. Certificates of Compliance compared to materials
2. Notifications of non-conformance
3. Removal of rejected materials from site

Notes: ____________________________________________________________
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### D. Preconstruction Conference


2. Review specifications, drawings and inspection program; resolve ambiguities; confirm scheduling.

3. Review mock-up and/or sample panel.

4. Review submittals, discrepancies, substitutions.

5. Review testing requirements, laboratory/field testing.

### E. Sample Panel / Mock-up

1. Displays typical workmanship and materials including masonry units and mortar joints.

2. Meeting
   a. Compliance/non-compliance
   b. Testing results
   c. Quality assurance procedures
   d. Observations
   e. Evaluations
   f. Recommendations
   g. Approval

3. Water leakage testing

4. Determine brick IRA

**Notes:**
### III. QUALITY ASSURANCE

#### A. Specification Requirements May Include

1. Certificates for delivered materials indicating compliance with specification
2. Verify materials and source match certificate
3. Verify $f_m'$ prior to construction
4. Verify mortar proportions
5. Observe brick placement and mortar joint construction
6. Verify location of reinforcement, connectors
7. In prestress work
   a. Verify tendon size, location, anchorage
   b. Verify grout proportions for anchorages and bonded tendons
8. Verify grout space, reinforcement, mix proportions
9. Observe prism, mortar, and grout test specimens
10. Verify $f_m'$ during construction

#### B. Nonconformance Resolution

1. Review specified reporting procedures
2. Document noncompliance areas
3. Review rework, repair and documentation

Notes:
### IV. CONSTRUCTION

#### A. Change Orders

#### B. Workmanship

1. Specified masonry materials
   a. Units
   b. Mortar
   c. Grout

2. Preparation
   a. Mortar batching
   b. Preparation of units
      1) Wetting
      2) Cutting

3. Placement of units
   a. Mortar
   b. Masonry unit
   c. Head joint
   d. Tooling

4. Tolerances

5. Built-in Items

6. Hot and Cold weather provisions

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## I. Movement Joints – Control & Expansion Joints

1. Material
   a. Preformed size and type
   b. Backer rod
   c. Sealant
   d. Bond breaker

2. Location and Placement
   a. Verify locations horizontal and vertical
   b. Verify clear, open joint
   c. Sealant preparation and installation

Notes:
## J. Cleaning

<table>
<thead>
<tr>
<th>OBSERVED/ REVIEWED</th>
<th>QUALITY ASSURANCE ITEM</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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1. Dry cleaning mortar residue and droppings
2. Wet cleaning after minimum curing time
3. Compatibility of specified cleaning materials with
   a. Units and mortar
   b. Sealants
   c. Windows, doors, louvers
   d. Flashings and roofing
4. Procedure
   a. Test area / mock-up of cleaning method for each material; units, stone, precast and adjoining construction. Suggest sample panel/mock-up
   b. Protective measures
      1) Personal Protective Equipment
      2) Protection of adjoining materials
   c. Manufacturer's recommendations for product application
   d. Temperature range

Notes: 

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### V. CLOSEOUT

#### A. Operations and Maintenance Manual Requirements

1. Provide manuals to the General Contractor and the Owner

2. List materials; model number, suppliers, name, address
   - a. Units
   - b. Mortar - mix
   - c. Reinforcement
   - d. Ties, anchors, and fasteners
   - e. Grout – mix
   - f. Sealants and backer rod
   - g. Water repellent
   - h. Vapor barrier
   - i. Weeps
   - j. Flashings
   - k. Lintels, sills, and shelf angles

---

Notes:
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<th>INSPECTION ITEM</th>
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<td>3. As built drawings</td>
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<td>4. Warranties</td>
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<td>5. Testing data</td>
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<td>a. Laboratory - units, mortar, and grout</td>
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<tr>
<td>b. Field testing</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>B Maintenance recommendations</td>
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Notes: ____________________________________________________________________________________________
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# NON-CONFORMANCE REPORT

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<th>of</th>
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<thead>
<tr>
<th>Subcontractor/Vendor</th>
<th>Subcontractor Purchase Order No.</th>
<th>Date</th>
<th>Non-conformance No.</th>
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<table>
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<tr>
<th>Non-conforming Item:</th>
<th>Location:</th>
<th>Specification/Drawing</th>
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<tbody>
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## Description of Non-Conformance

_____________________________________________________________________________________
_____________________________________________________________________________________

## PROPOSED DISPOSITION

Proposed Disposition:

- [ ] Rework
- [ ] Repair
- [ ] Scrap
- [ ] Use as is
- [ ] Return to Supplier

<table>
<thead>
<tr>
<th>Report Prepared by</th>
<th>Date</th>
<th>Owner</th>
<th>Date</th>
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<th>QC Approval</th>
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<th>Owner</th>
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## COMPLETION OF APPROVED DISPOSITION

Re-inspection / Verification Results:

- [ ] Accept
- [ ] Reject

Inspected Contractor QC Manager: ________________________
Inspected (Owner QC): _______________________________

Comments:

__________

## FINAL ACCEPTANCE

Project Manager: ________________________ Date: ________________________

Resident Engineer: ___________________ Date: ________________________
Exhibit B
Non-Conformance Log

<table>
<thead>
<tr>
<th>Non-Conformance Log No.</th>
<th>Date</th>
<th>Related Non-Conformance Report</th>
<th>Date of Report</th>
<th>Spec Section Drawing No.</th>
<th>Description of Non-Conformance</th>
<th>Status/Date (see notes below)</th>
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Notes: 1 = Item does not conform or is deficient.
       2 = Correction required/in process.
       3 = Non-conformance corrected/resolved
The Masonry Society is a gathering of people interested in the art and science of masonry. It is a professional, technical, and educational association dedicated to the advancement of knowledge on masonry. TMS members are design engineers, architects, builders, researchers, building officials, material suppliers, manufacturers, and others who want to contribute to and benefit from the pool of information on masonry. TMS gathers and disseminates technical information through its committees, publications, codes and standards, slide sets, videotapes, computer software, newsletter, referred journal, educational programs, professors’ workshop, scholarships, certification programs, disaster investigation team, conferences, and Annual Meeting.

For more information contact The Masonry Society as noted below.

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