



IWCA Glass Protection Checklist

Guidance for Post Installation Care of Architectural Glass Products Mitigating Damage Prior to and During Final Cleaning

A. Owners, Architects, Consultants and Construction Managers:

1. Preconstruction planning and coordination of installation of glass and fenestrations, including construction site preparedness and educating affected Trades on avoiding potential damage post installation.
2. Specify glass protection plans and measures as needed to protect from stucco, concrete, finish trades, (i.e. protective films) and proactive site management.

B. General Contractors (GC's), Builders and Renovators:

1. GC's responsibilities are to mitigate damage; manage pre-site delivery, storage and assure installation and staging areas are kept free from debris, damaging chemicals, and excessive moisture.
2. Education of all impacted Trades. Safety orientation should include educating the on-site workforce on avoiding typical damaging scenarios.
3. Distribution of specifications related to Glazing products care and cleaning.
4. Routine inspections and prolific recordkeeping and archiving of site conditions that could impact financial assignment and required intervention.
5. Photo documentation of all phases of installation and related construction activities in proximity of glass. Take immediate action in the case of concrete spills, weld splatter etc.
6. Establish a culture whereby all trades have a responsible role in mitigating damage and respecting protection methods.

C. Final Cleaning:

1. GC and Builders should have approved experienced Window Cleaning contractors on board (prior to installation) for final construction cleaning and emergency mobilization in the event of concrete spills or other issues requiring immediate remediation.
2. Window Cleaning contractors performing non-routine cleaning shall perform test cleaning / mockups and establish the specific methods and products to be used ([IWCA Cleaning Matrix](#)). Obtain necessary written approvals before proceeding.
3. Window cleaning methods shall conform to IWCA, NGA and the manufacturers specifications.
4. Window cleaners should require liability waivers from GC when removing excessive construction debris that may conceal pre-existing defects or scratches (or cause other damage) prior to using any debris removal techniques.
5. Request routine inspections on completed work and daily sign off on acceptable work. Don't clean damaged or scratched glass without review and approval to proceed.
6. Photo documentation – before, during and after the entire cleaning process. Photo documentation of every project especially from the walk-through phase to the commencement of the cleaning. Communicate defects and completed work timely in writing to the GC.

****Insurance - The IWCA advises Contractors working on glass protect their interests with adequate insurance. Endorsements, ISO forms and laws vary from state to state, and qualified insurance agents can advise you on General Liability specifically, Care, Custody and Control coverage, and suitable project limits. This protection is essential when non-routine cleaning methods are employed.***

For more information, please visit the [GLASS RESOURCE](#) page on the IWCA website, www.IWCA.org