



Ceiling Tile Installation Checklist

Pre-Installation Planning & Assessment

Ensuring the area is prepared and suitable for ceiling tile installation.

Review Project Plans and Specifications

Write something...

Existing Ceiling Condition?

- ☐ New Construction
- ☐ Ceiling Replacement
- ☐ Repair/Modification

Ceiling Height (ft)

Enter a number...

Room Dimensions (Length ft)

Enter a number...

Room Dimensions (Width ft)

Enter a number...

Structural Considerations?

- ☐ None
- ☐ HVAC Ductwork
- ☐ Lighting Fixtures
- ☐ Fire Sprinkler System
- ☐ Other (Specify)

Notes on Structural Considerations (if applicable)

Write something...

Planned Start Date

Enter date...

Material Verification & Handling

Confirming material specifications and proper storage to prevent damage.

Tile Type Confirmed?

- ☐ Yes
- ☐ No

Quantity of Tiles Received

Enter a number...

Quantity of Tiles Specified in Plans

Enter a number...

Discrepancy in Quantity (Received - Specified)

Enter a number...

Notes on Quantity Discrepancies (if any)

Write something...

Tile Size Confirmed?

☐ Yes

☐ No

Storage Conditions - Note (e.g., Flat, Protected)

Write something...

Materials Stored Properly?

☐ Yes

☐ No

Grid System Installation

Focuses on the accurate and secure installation of the ceiling grid structure.

Grid Spacing (inches)

Enter a number...

Main Runner Spacing (inches)

Enter a number...

Cross Tee Length (inches)

Enter a number...

Grid System Type

- ☐ Sloped Wall Grid
- ☐ Straight Wall Grid
- ☐ Level-V
- ☐ Other

Hanger Wire Gauge (AWG)

Enter a number...

Hanger Wire Placement Frequency

- ☐ As per Manufacturer Specs
- ☐ Every 12 inches
- ☐ Every 16 inches
- ☐ Other

Notes on Grid System Adjustment (e.g., for sloped walls)

Write something...

Ceiling Tile Installation

Steps involved in properly installing the ceiling tiles onto the grid system.

Tile Placement Pattern

- ☐ Straight Lay
- ☐ Staggered
- ☐ Random

Tile Spacing (inches)

Enter a number...

Edge Condition

- ☐ Butt Joint
- ☐ Trim
- ☐ Flush with Wall

Notes on Tile Alignment & Seating

Write something...

Tile Retention Method (if applicable)

- ☐ None
- ☐ Adhesive
- ☐ Fasteners

Number of Tiles Installed

Enter a number...

Details of any tile adjustments or special considerations

Write something...

Finishing & Adjustments

Fine-tuning the installation and addressing any final adjustments for a professional finish.

Tile Alignment Check (Visual)

- ☐ Perfectly Aligned
- ☐ Minor Adjustments Needed
- ☐ Significant Misalignment
- ☐ Not Applicable

Grid Leveling Verification

- ☐ Level
- ☐ Minor Adjustments Needed
- ☐ Significant Adjustments Needed
- ☐ Not Applicable

Sound Attenuation Gap (if applicable, in inches)

Enter a number...

Describe any adjustments made to tile placement (e.g., shimming, re-leveling)

Write something...

Sealant Application (if required)

- ☐ Applied Correctly
- ☐ Not Required
- ☐ Needs Attention

Notes on aesthetics or final appearance

Write something...

Safety & Clean-Up

Ensuring a safe work environment and proper waste disposal.

PPE (Personal Protective Equipment) Verified?

- ☐ Safety Glasses
- ☐ Gloves
- ☐ Dust Mask/Respirator
- ☐ Hard Hat
- ☐ Safety Shoes

Air Monitoring Readings (if applicable)

Enter a number...

Hazardous Material Handling Notes (if applicable)

Write something...

Clean-Up Procedures Followed

Write something...

Waste Disposal Method

- ☐ Recycling
- ☐ Landfill
- ☐ Special Disposal (Hazardous)

Unforeseen Issues & Corrective Actions

Write something...

Site Left in Acceptable Condition?

Write something...

Final Inspection & Documentation

Reviewing the completed work and creating records for quality assurance.

Overall Installation Quality Notes

Write something...

Number of Tiles Installed

Enter a number...

Number of Tiles Replaced/Adjusted

Enter a number...

Grid System Alignment (Visual)

- ☐ Perfectly Aligned
- ☐ Minor Adjustments Needed
- ☐ Significant Misalignment

Tile Flushness with Grid

- ☐ All Tiles Flush
- ☐ Minor Variations
- ☐ Noticeable Gaps/Protrusions

Inspection Date

Enter date...

Inspection Time

Inspector Signature

Recommendations/Corrective Actions (if any)

Write something...