

One record, from site to sign-off.

WNDW is the site record a facade crew keeps as it works. Every stage ticked at an opening is stamped with who and when, and those same ticks become the signed ITP and the progress claim.

Usually

- Stages ticked off from memory at the end of the week or month.
- ITPs signed late, long after the work was done.
- Claims rebuilt by hand each month, and assessed against a separate record.

With WNDW

- Each tick is entered on site, at the opening.
- Each level's record locks when the level closes, then goes out for signature.
- The claim reads progress from the same ticks the builder signs against.

Stages set per job, to match its ITP

Every job has its own stage list. The office sets the labels, descriptions, order and claim weights to suit what that job's ITP and contract ask for, so Tidewater and Harbour St run side by side on different stages.

Sample jobs for illustration.

TIDEWATER RESIDENCES		WINDOWS & DOORS
1	Opening ready	
2	Subframed	60%
3	Frames installed	30%
4	Caulking	
5	Doors	10%
6	Hardware install	
7	Protection	

HARBOUR ST OFFICES		CURTAIN WALL
1	Brackets set out	15%
2	Units installed	55%
3	Perimeter sealed	20%
4	Water test passed	10%
5	Protection	

What comes out of it

Coastline Facades Pty Ltd

07 5555 0142 | accounts@coastlinefacades.example

ITP REPORT

100% COMPLETE

PROJECT DETAILS

Name: Tidewater Residences

Code: TW01

Client: Meridian Build Group

Address: 21 Tidewater Lane, Southport QLD 4215

LEVEL DETAILS

Level: L3 (0/0)

Total Openings: 24

Work Period: 1 Aug 2025 - 15 Sep 2025

Report Date: 14 Oct 2025

INSPECTION RECORD

Item	Location	Opening Type	Subframe	Frame Installed	Caulking	Doors	Hardware	Protection	Inspector
FW01	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m
FW02	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m
FW03	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m
FW04	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m
FW05	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m
FW06	Lvl 01 N	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m	2.0m x 2.0m

Signed ITP

Per level: every opening by stage, signed by the foreman and the builder. See page 3.

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PROJECT

Name: Tidewater Residences

Code: TW01

Client: Meridian Build Group

Address: 21 Tidewater Lane, Southport QLD 4215

PROGRESS CLAIM #4

TWR

Retention held to date: \$33,452.50 of \$49,200.00

CLAIM BREAKDOWN BY LEVEL

CLAIM DETAILS

Reference: TWR-C4

Contract Value: \$884,000.00

Date: 30 Sept 2025

Period: 1 Sept 2025 - 30 Sept 2025

Status: SUBMITTED

This Claim: \$123,070.00

Progress claim

Per level and stage, valued from the openings ticked. See page 4.

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VARIATION SCHEDULE

TWR

PROJECT

Name: Tidewater Residences

Code: TW01

Client: Meridian Build Group

Address: 21 Tidewater Lane, Southport QLD 4215

CLAIM DETAILS

Claim #: #004

Date: 30 Sept 2025

Status: SUBMITTED

Variations: 2 included

V-01 Additional slab-edge flashing, L3 north (RFI-042)

APPROVED

Terms: Lump sum \$8,450.00 ex GST — approved by Meridian Build Group 9 Sept 2025

Date	Description	Qty	Rate	Amount
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Variation schedule

Each variation with its agreed terms, approval date and line items.

Foreman

Ticks stages and takes photos on site, with or without signal. Signs each level on the phone.

Office

Sets each job's stages, closes levels, sends ITPs for signature and raises the claim.

Builder

Signs the ITP from an emailed link and assesses each claim against the same record.

From a tap on site to a signed ITP.

Each stage is ticked at the opening as the work is done, with a name and date on every tick. When the level closes, the ITP is already complete, and the foreman signs on site and the builder signs from an emailed link.

1 STAGES

Ticked at the opening, signal or not

The foreman ticks off each stage on each opening as it's finished, even in a basement or on a scaffold with no reception. The ticks sync as soon as the phone is back in range. Every tick records who entered it and when, and every change is logged. Photos are taken in the app at the opening and tagged to the stage, with the date, time and opening burned into the image. Photos added from the phone's gallery are labelled as uploads.

- **Foreman:** one tap per stage.
- **Anyone reviewing:** progress by opening, without chasing the site.

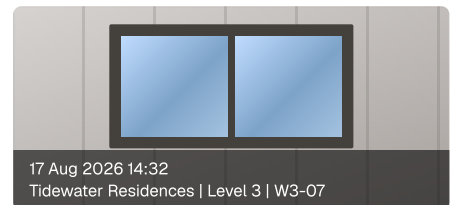
OPENING W3-07

LEVEL 3

- ☒ Subframed S. Delaney · 11 Aug
- ☒ Frames installed J. Okafor · 17 Aug
- ☐ Caulking
- ☐ Doors

PHOTO · FRAMES INSTALLED

CAMERA



2 SIGN-OFF

Closing a level locks the record

When a level is done, a director closes it, or the lead foreman can if the organisation allows it. From then on there are no more ticks, photos or edits. The foreman signs on the phone. The builder is emailed a link, reviews the ITP and signs in their phone's browser, with no app and no account.

Only the office can reopen a closed level, and any signatures are withdrawn first.



Level 3 closed and locked

29 Sept · S. Delaney

Foreman · on the phone

Sam Delaney
29 Sept

Builder · emailed link

Priya Nair
30 Sept

3 ITP

The record, laid out as a table

Every opening on the level against every stage, with each ticked cell showing the date and who ticked it. Open stages are highlighted in amber, so gaps show before anyone signs. Each signature is tied to the version signed, and if the record changes afterwards, the PDF flags it.

ITP · LEVEL 3

100%

	Sub	Frm	Clk	Dr	Prot
W3-06	10/8	17/8	24/8	28/8	9/9
W3-07	11/8	17/8	24/8	31/8	10/9
W3-08	11/8	17/8	24/8	31/8	10/9

Signed against Rev-fd50dcba (current)

The same ticks drive the progress claim.

Signed ITP: page 3 · Claim: page 4

The signed ITP for Level 3.

24 openings across seven stages, signed by the foreman and the builder. Every cell came from a tick on site. Demo data, run through the production report.

INSPECTION RECORD (PAGE 1 OF 3)

Coastline Facades Pty Ltd
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ITP REPORT
TWR - L03

PROJECT DETAILS

Name:

Tidewater Residences

Code:

TWR

Client:

Meridian Build Group

Address:

21 Tidewater Lane, Southport QLD 4215

LEVEL DETAILS

Level:

Level 3 (L03)

Total Openings:

24

Work Period:

3 Aug 2026 - 15 Sept 2026

Report Date:

14 Oct 2026

2100%COMPLETE

INSPECTION RECORD

Opening	Location	Opening Ready	Subframed	Frames Installed	Caulking	Doors	Hardware install	Protection
W3-01	Unit 301 N	03/08/26 J. Okafor	10/08/26 T. Nguyen	17/08/26 R. Whitfield	21/08/26 S. Delaney	27/08/26 J. Okafor	02/09/26 T. Nguyen	08/09/26 R. Whitfield
W3-02	Unit 301 N	03/08/26 T. Nguyen	10/08/26 R. Whitfield	17/08/26 S. Delaney	21/08/26 J. Okafor	27/08/26 T. Nguyen	02/09/26 R. Whitfield	08/09/26 S. Delaney
W3-03	Unit 301 N	03/08/26 R. Whitfield	10/08/26 S. Delaney	17/08/26 J. Okafor	21/08/26 T. Nguyen	27/08/26 R. Whitfield	02/09/26 S. Delaney	08/09/26 J. Okafor
W3-04	Unit 302 N	04/08/26 S. Delaney	10/08/26 J. Okafor	17/08/26 T. Nguyen	24/08/26 R. Whitfield	28/08/26 S. Delaney	03/09/26 J. Okafor	09/09/26 T. Nguyen
W3-05	Unit 302 N	04/08/26 J. Okafor	10/08/26 T. Nguyen	17/08/26 R. Whitfield	24/08/26 S. Delaney	28/08/26 J. Okafor	03/09/26 T. Nguyen	09/09/26 R. Whitfield
W3-06	Unit 302 N	04/08/26 T. Nguyen	10/08/26 R. Whitfield	17/08/26 S. Delaney	24/08/26 J. Okafor	28/08/26 T. Nguyen	03/09/26 R. Whitfield	09/09/26 S. Delaney
W3-07	Unit 303 E	05/08/26 R. Whitfield	11/08/26 S. Delaney	17/08/26 J. Okafor	24/08/26 T. Nguyen	31/08/26 R. Whitfield	04/09/26 S. Delaney	10/09/26 J. Okafor
W3-08	Unit 303 E	05/08/26 S. Delaney	11/08/26 J. Okafor	17/08/26 T. Nguyen	24/08/26 R. Whitfield	31/08/26 S. Delaney	04/09/26 J. Okafor	10/09/26 T. Nguyen
W3-09	Unit 303 E	05/08/26 J. Okafor	11/08/26 T. Nguyen	17/08/26 R. Whitfield	24/08/26 S. Delaney	31/08/26 J. Okafor	04/09/26 T. Nguyen	10/09/26 R. Whitfield

DIGITAL RECORD (PAGE 3 OF 3)

DIGITAL RECORD

FINALIZED

29 Sept 2026 by Sam Delaney

SIGNATURE 1

Sam Delaney

Foreman · 29 Sept 2026

I have inspected the openings and installation stages recorded on this ITP and certify them complete and correct as at the date of signing.

Signed against Rev-fd50dcba (current)

SIGNATURE 2

Priya Nair

Builder · 30 Sept 2026

Signed via emailed link sent to priya@meridian.example. Reviewed version Rev-fd50dcba

I have inspected the openings and installation stages recorded on this ITP and certify them complete and correct as at the date of signing.

Signed against Rev-fd50dcba (current)

fd50dcba470418fa205b48d1f57ef651a90eb0a4e34fa884dc55ad60795b285e9

Document integrity hash (SHA-256)

ALONGSIDE THE ITP

The photos behind it

Exported per level, with a folder per opening and each file named by opening, stage and date. They lock with the rest of the record when the level closes.

Tidewater-Residences_Level-3_Photos.zip

- W3-06/
- W3-07/
 - W3-07_Subframed_2026-08-11_0915.jpg
 - W3-07_Frames-Installed_2026-08-17_1432.jpg
 - W3-07_Caulking_2026-08-24_1042.jpg
- W3-08/

1

Every cell shows who and when

W3-07, highlighted: caulking ticked by T. Nguyen on 24 Aug.

2

Completion at a glance

All 24 openings, every stage ticked. Any open stage would show in amber.

3

Foreman and builder signatures

The foreman signed on site. The builder signed from an emailed link, and the PDF records where it was sent.

4

Tied to the version signed

Both signatures are against Rev-fd50dcba. If the record changes after signing, the PDF flags it.

See it on your next job.

wndw.com.au
hello@wndw.com.au

The same ticks, as a progress claim.

Claim #4 for September. Each line is a stage on a level, valued from the openings ticked on that level. Demo data, run through the production report.

CLAIM BREAKDOWN BY LEVEL (PAGE 1 OF 3)

Coastline Facades Pty Ltd
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PROGRESS CLAIM #4
TWR

PROJECT

Name: Tidewater Residences
Code: TWR
Client: Meridian Build Group
Address: 21 Tidewater Lane, Southport QLD 4215

CLAIM DETAILS

Reference: TWR-C4
Contract Value: \$984,000.00
Date: 30 Sept 2026
Period: 1 Sept 2026 - 30 Sept 2026
Status: SUBMITTED
This Claim: \$123,010.00

Retention held to date: \$33,452.50 of \$49,200.00

CLAIM BREAKDOWN BY LEVEL

Stage	Claim %	Scheduled	Prog.	Claim to Date	Previous	This Claim
L01 - Level 1 (\$164,000.00)						
Subframed	60%	\$98,400.00	100.0%	\$98,400.00	\$98,400.00	\$0.00
Frames Installed	30%	\$49,200.00	100.0%	\$49,200.00	\$49,200.00	\$0.00
Doors	10%	\$16,400.00	100.0%	\$16,400.00	\$16,400.00	\$0.00
Level Subtotal		\$164,000.00		\$164,000.00	\$164,000.00	\$0.00
L02 - Level 2 (\$164,000.00)						
Subframed	60%	\$98,400.00	100.0%	\$98,400.00	\$98,400.00	\$0.00
Frames Installed	30%	\$49,200.00	100.0%	\$49,200.00	\$49,200.00	\$0.00
Doors	10%	\$16,400.00	100.0%	\$16,400.00	\$16,400.00	\$0.00
Level Subtotal		\$164,000.00		\$164,000.00	\$164,000.00	\$0.00
L03 - Level 3 (\$164,000.00)						
Subframed	60%	\$98,400.00	100.0%	\$98,400.00	\$98,400.00	\$0.00
Frames Installed	30%	\$49,200.00	100.0%	\$49,200.00	\$49,200.00	\$0.00
Doors	10%	\$16,400.00	100.0%	\$16,400.00	\$8,200.00	\$8,200.00
Level Subtotal		\$164,000.00		\$164,000.00	\$155,800.00	\$8,200.00
L04 - Level 4 (\$164,000.00)						
Subframed	60%	\$98,400.00	100.0%	\$98,400.00	\$59,040.00	\$39,360.00
Frames Installed	30%	\$49,200.00	50.0%	\$24,600.00	\$0.00	\$24,600.00
Doors	10%	\$16,400.00	0.0%	\$0.00	\$0.00	\$0.00
Level Subtotal		\$164,000.00		\$123,000.00	\$59,040.00	\$63,960.00

- 1Weights set to your contract
Here it's subframed 60%, frames 30%, doors 10% of each level.
- 2Progress comes from the ticks
Level 4 frames sit at 50% because half its openings have frames ticked. Nobody keys in a percentage.
- 3Previous claims carried forward
Approved amounts come off, so this claim is only September's work.
- 4Retention against its cap
Held to date, on every claim.
- 5Variations alongside
Agreed and T&M variations on their own schedule.
- L3The level from page 3
Signed off on 30 Sept, and now claimed in full.

VARIATIONS (PAGE 2 OF 3)

PROJECT TOTAL

\$984,000.00

\$654,360.00

\$542,840.00

\$111,520.00

VARIATIONS

Variation	Agreed	Claim to Date	Previous	This Claim
V-01 Additional slab-edge flashing, L3 north (RFI-042)	\$8,450.00	\$8,450.00	\$0.00	\$8,450.00
V-02 Re-glaze W2-07 after third-party trade damage	\$3,200.00	\$3,200.00	\$3,200.00	\$0.00
V-03 Saturday crane lifts, L4 (builder program change)	T&M	\$3,040.00	\$0.00	\$3,040.00
VARIATIONS TOTAL		\$14,690.00	\$3,200.00	\$11,490.00