READY TO INSPECT — FIELD CHECKLIST

Security and access control final inspection checklist

Security and access control final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against NEC (NFPA 70), TIA structured-cabling standards. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The security integrator's lead with the GC's superintendent, and coordination with the fire-alarm contractor for the release interface. When: After devices are terminated and the head-end is programmed, before turnover, and only once the fire-alarm system is live enough to prove the release.

Devices and labeling

- [ ] Readers, cameras, contacts and REX installed and labeled
  Each device mounted secure and level, labeled to match the head-end naming, cameras aimed to the coverage plan with no obvious blind spots.
  2 photos required
- [ ] Door naming matches the head-end and the door schedule
  Every controlled opening named consistently across the panel, the graphic and the label, verified against the door schedule.
  2 photos required
- [ ] No exposed cable at readers, REX sensors and contacts
  Cable tails inside the backbox or frame, none looped on the wall face or pinched in the door swing, and the wall at each device finished tight around it.
  1 photo required
- [ ] Controller and lock power enclosures closed, locked and labeled
  Covers on and locked, each enclosure labeled with the doors it serves and the circuit that feeds it, no loose cable left outside the box.
  1 photo required

Controller and credentials

- [ ] Controller and head-end online and communicating
  Panels reporting to the head-end, no offline devices, door position and REX states reading correctly on the graphic.
  1 photo required
- [ ] Credentials tested at the readers
  A test credential granted and denied as programmed, strike or mag lock releasing and re-securing, event logged at the head-end.
  2 photos required
- [ ] Forced-door and held-open alarms observed at the head-end
  A door held past its programmed time and a door opened without a credential or REX each raise the right alarm, named to the right opening, on the head-end screen.
  1 photo required
- [ ] Door schedules and access levels match the owner's matrix
  Unlock times, holidays and access groups programmed at the head-end match what the owner signed off, with doors that unlock during business hours listed by name.
  No photo required

Life-safety interface

- [ ] Fire-alarm release and free egress observed and documented
  On an actual fire-alarm signal, locked openings release for free egress as designed and are never overridden; the release watched at the door and documented.
  3 photos required
- [ ] Each lock's fail mode observed against the hardware schedule
  During the integrator's release test, fail-safe locks seen unlocking and fail-secure locks staying latched while the egress side still opens freely.
  No photo required

- [ ] Openings re-secure after the fire-alarm system is reset
  Once the alarm is reset, doors return to their scheduled locked state automatically or by the documented reset step, seen at the door and on the head-end.
  No photo required
- [ ] Special-locking openings only where the approved drawings show
  Any delayed-egress or controlled-egress door is at a location the approved drawings show, with the signage and release those drawings call for.
  No photo required

Records and turnover

- [ ] Integrator's door-by-door release test record on file
  The integrator's record of the fire-alarm release and power-loss test for each opening, dated and naming who witnessed it, filed with the turnover documents.
  No photo required
- [ ] Test cards and installer logins removed before turnover
  Temporary credentials, default passwords and installer accounts deleted or handed to the owner's administrator, confirmed in writing by the integrator.
  No photo required