READY TO INSPECT — FIELD CHECKLIST

Security and access control punch checklist

Security and access control punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens 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 technician on a callback, with the GC's superintendent closing security punch items. When: During closeout, after other trades finish ceilings and finishes and after the first weeks of live use surface the misbehaving doors.

Adjust and prove

- [ ] Each item located and photographed in context
  A close shot of the device or door plus a wide shot placing the opening on the floor plan by name and area. — 2 photos required
- [ ] Latch and strike adjusted and re-tested
  Strike and latch aligned so the door secures on a normal close, re-tested with a credential, event confirmed at the head-end. — No photo required
- [ ] Readers checked for damage and paint after move-in
  Reader faces uncracked and unpainted after furniture moves and touch-up; camera domes and aim, where installed, checked too and any re-aimed camera re-checked on the monitor. — 1 photo required
- [ ] Door alarm history since go-live reviewed with the integrator
  Forced, held-open and door-fault events in the head-end log looked over, and doors that alarm repeatedly traced to a closer, latch or contact gap. — No photo required
- [ ] No standing panel or power supply troubles at the head-end
  Battery, AC loss, tamper and communication troubles cleared at their cause rather than acknowledged, the trouble list empty at the walk. — 1 photo required

Documentation and closure

- [ ] Labels, device list and records completed
  Door and device labels corrected to match the head-end, as-built device list and credential records handed over. — 1 photo required
- [ ] No remaining security items before signoff
  All coverage and door punch items closed with photos before the system is released to the owner. — 1 photo required

Owner handover

- [ ] Controller wiring diagrams and a database backup delivered
  Termination drawings for each controller, a current head-end database backup and the software license details handed over with the O&M manuals. — No photo required
- [ ] Owner's administrator shown how to add and void a credential
  The owner's system administrator enrolls and voids a card at the head-end with the integrator present, and the training is logged with the date. — No photo required