

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. 2 photos 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