READY TO INSPECT — FIELD CHECKLIST

Security and access control rough-in inspection checklist

Security and access control rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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 low-voltage lead pulling and dressing cable, coordinating with the door-hardware installer and the GC's superintendent before the walls are boarded. When: After device locations are marked and before drywall and ceilings close, while boxes, conduit stubs and door prep are all still reachable.

Boxes and pathways

- [ ] **Device back-boxes and conduit stubs placed and mounted** — 2 photos required
  Boxes for readers, strikes, contacts and cameras set plumb at the coordinated heights, conduit or pathway stubbed to an accessible ceiling or riser.
- [ ] **Mounting heights coordinated with door hardware** — 2 photos required
  Reader and REX heights matched to the lever and lockset, contact and strike locations agreed with the hardware installer against the door schedule.
- [ ] **Every device location walked against the current security plans** — No photo required
  Readers, REX, contacts, cameras and panels roughed where the latest revision puts them; late relocations marked on the field set before cable is pulled.

Cabling

- [ ] **Cable type and pull match the device schedule** — 2 photos required
  Correct cable type and pair count for each device pulled to the right box, service loop left, no kinks or over-tensioned pulls.
- [ ] **Separation from line-voltage maintained** — 1 photo required
  Low-voltage cable kept clear of power runs and not tied to conduit, crossings kept perpendicular, supported independently in the ceiling.
- [ ] **Lock power conductors sized for the run to each door** — 1 photo required
  Gauge printed on the lock power cable matches the integrator's wiring schedule for that door's distance from the supply, not downsized to the reader cable.

Door coordination

- [ ] **Door prep supports readers, strikes and contacts** — 2 photos required
  Frame and leaf prepped for the electric strike or mag lock, contact pocket located on the correct jamb, wire transfer path confirmed to the leaf.
- [ ] **Fail-safe or fail-secure function agreed for each electrified lock** — No photo required
  Lock function on the security drawings matches the hardware schedule at every controlled opening; conflicts sent as an RFI before the lock power is wired.
- [ ] **Strike and contact tails protected inside the frame** — 1 photo required
  Conductors at the strike and contact preps sleeved or behind a mud box, so frame grout, foam or wall filler cannot bury or cut them.

Panels, power and interfaces

- [ ] Controller and lock power supply locations roughed as drawn
  Backboard or enclosure space in the security or telecom room where the drawings show it, with each door's home run arriving at that location.
  1 photo required

- [ ] Controller and lock power circuit confirmed with the electrician
  The circuit the security drawings call for is on the electrical panel schedule and roughed to the panel location, not borrowed from a convenience receptacle.
  No photo required

- [ ] Fire-alarm release tie point agreed with the fire-alarm contractor
  Relay or module location and the pathway between it and the lock power supplies agreed and shown on both trades' drawings before walls close.
  No photo required

Before cover

- [ ] Cable drops into each door head and jamb photographed before board
  The run from the ceiling down into the frame head and strike jamb captured, so a later service call can see where the door cable drops.
  1 photo required

- [ ] Open door and device issues logged by door number
  Any missing box, wrong-jamb contact or unprepped frame listed by door number and sent to the GC, not left for the integrator to cut in after finishes.
  No photo required