READY TO INSPECT — FIELD CHECKLIST

Access doors and panels final inspection checklist

Access doors and panels 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 the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The installer with the GC's superintendent, walking installed access doors after finish before turnover. When: After access doors are hung in the finished surface and latches are set, before turnover walks and before the concealed equipment goes into service.

Installation and operation

- [ ] Door flush, aligned and latching cleanly
  Panel flush to the finish, even reveal, hinges and latch operating through full travel, door opening and closing without binding or propping.
  1 photo required
- [ ] Latch releases with its scheduled key or tool
  Each door opened with the key, screwdriver or push the schedule lists and held closed without rattle; keys and latch tools tagged and turned over to the super.
  No photo required
- [ ] Door at the mounting height and position on the drawings
  Installed door measured to the floor or ceiling line and nearest wall against the drawings and elevations, doors in a row aligned at the same height.
  1 photo required
- [ ] Ceiling panels restrained where they can drop when opened
  Where a ceiling door has a removable or hinge-release panel, its safety cable or restraint attached so the panel cannot fall on the person servicing.
  No photo required

Trim and finish

- [ ] Frame edge finished into the surround with no outline cracking
  Frame edge fully finished into the wall or ceiling surround, no ridge, crack or flange edge showing around the frame, finish running cleanly up to the reveal.
  1 photo required
- [ ] Door face finished to match the surrounding surface
  Panel face painted to match or infilled as the schedule shows, no bare primer, factory label or protective film left on the face.
  1 photo required
- [ ] Tile-in panel set flush with joints aligned to the field tile
  Where the door sits in a tiled wall, tile in the recessed panel set flush with the field and joints lined up across the reveal, grout kept out of the gap.
  No photo required

Rated openings

- [ ] Rating label legible and self-close/latch confirmed
  Rating label present and legible, not painted over, matched to the opening schedule, self-closing and self-latching hardware observed to work; the AHJ certifies.
  No photo required
- [ ] Rated door locations listed for the fire inspection walk
  Where the wall or ceiling is rated, each rated access door's room, rating and label noted on a schedule copy for the super to carry on the AHJ walk.
  No photo required

Access confirmed

- [ ] **Concealed equipment actually reachable through the door**
  Valve, damper, cleanout or junction behind the door clear of insulation and other trades, serviceable within the opening, nothing blocking the reach.
  2 photos required

- [ ] **Door opens full swing clear of casework and fixtures**
  Door opened wide in its finished surroundings with no shelving, casework, light fixture, diffuser or sprinkler head stopping it short of the service reach.
  1 photo required

- [ ] **Installed doors counted and marked on the as-builts**
  Doors counted by floor and room against the schedule, and each one's location and the item it serves marked on the as-builts for facilities.
  No photo required