

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

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. 2 photos 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