

Access doors and panels punch checklist

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

Who runs it: The installer on a callback, or the GC's superintendent clearing access-door punch items before turnover. When: During closeout, after painting and final cleaning and after other trades have worked around the panels.

Rated label and latch

- ☐ Rating labels legible and self-latch re-confirmed
Painted-over or obscured labels restored to legible, rated doors re-checked to self-close and latch, ratings re-confirmed against the schedule. 2 photos required

Finish and adjustment

- ☐ Scratched or dented doors repaired and re-adjusted
Each damaged door located and photographed in context, finish repaired or panel replaced, latch and hinge re-adjusted to close flush. 2 photos required

Closeout

- ☐ No remaining access-door items before signoff
Punch items per opening closed with photos, operation and rated self-latch re-confirmed, access to concealed equipment verified clear before release. 1 photo required