READY TO INSPECT — FIELD CHECKLIST

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.
  No photo 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.
  No photo required
- [ ] Every door opened after final paint to free hinge and latch
  Each door opened once the last coat is dry, paint broken free at the reveal, hinge and latch cleared of paint so the panel does not stick shut.
  1 photo required
- [ ] Surround checked for cracks along the frame flange
  Wall or ceiling finish around each frame viewed for hairline cracks or a telegraphed flange outline, reported for patch and repaint to match.
  1 photo required
- [ ] Every door face checked in raking light against the surround
  Each door face viewed in raking light next to the wall or ceiling for color and sheen; any mismatched or visible touch-up repainted as a whole panel.
  1 photo 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
- [ ] Access door schedule marked with each door's final status
  Schedule copy notes each door as installed and operating, rating label observed where the wall or ceiling is rated, and punch closed, filed for the closeout binder.
  No photo required
- [ ] Doors cut in late by other trades added to the record
  Any door found on the walk that is not on the schedule checked for backing, frame style and a rating where the wall is rated, then added to the schedule.
  No photo required