READY TO INSPECT — FIELD CHECKLIST

Access doors and panels rough-in inspection checklist

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

Who runs it: The carpentry or drywall crew setting frames with the GC's superintendent, walking each opening before finish covers the frame. When: As access-door frames are set in the framed wall or ceiling and backing is placed, before drywall, plaster or ceiling finish closes the surface around the frame.

Schedule and product

- [ ] Door model and size on the carton match the schedule
  Carton or frame label read for model and nominal size and compared with the access door schedule and approved submittal for that room and location.
  1 photo required
- [ ] Latch type on the delivered door matches the schedule
  Cam, key cylinder, touch or screwdriver-operated latch on the door compared with the schedule, keyed doors going only where the schedule shows them.
  1 photo required
- [ ] Frame style matched to the surface it will sit in
  Drywall bead flange, plaster bead, recessed tile-in or surface flange frame chosen per the schedule for the finish, so the trim can finish flush.
  1 photo required

Frame and backing

- [ ] Frame square and backed before finish closes
  Frame set plumb and square with continuous backing so the finished surface and latch stay true, flange fastened per the manufacturer, no reliance on drywall alone.
  2 photos required
- [ ] Frame face set at the finished surface plane
  Frame depth set for the board layers, or the tile and setting bed, that will surround it, so the face lands flush and is not buried or left proud.
  1 photo required
- [ ] Hinge and latch protected before taping and paint
  Door removed and stored, or hinge, latch and reveal masked, so joint compound and primer do not glue the panel shut or fill the latch.
  No photo required

Location and reach

- [ ] Opening placed for real access to the equipment behind
  Door centered on the valve, damper, cleanout or junction it serves, clear reach past framing and other trades, size adequate to service the item.
  1 photo required
- [ ] Net clear opening measured inside the frame
  Clear opening inside the frame, not the nominal size, measured and compared with the reach the service needs: a hand to a valve, shoulders to a damper, a filter slid out.
  1 photo required
- [ ] Every concealed valve, damper and cleanout has a door planned
  Wall and ceiling layouts walked against the service items above hard ceilings and in chases, each one given a scheduled door; any missing reported to the super.
  No photo required

- [ ] Door position coordinated with the ceiling or tile layout
  Door placed on the reflected ceiling plan or tile layout so it lines up with the joint pattern, fixtures and diffusers instead of cutting across them.
  No photo required

- [ ] Hinge side and swing clear of adjacent walls and framing
  Hinge side chosen so the door swings away from the nearest wall, soffit or beam and opens far enough for the service reach, not stopped partway.
  1 photo required

Rated assemblies

- [ ] Rated access doors in rated assemblies verified to schedule
  Where the wall or ceiling is rated, the access-door rating observed and documented against the opening schedule, frame installed per its listing; the AHJ certifies the assembly.
  No photo required

- [ ] Rated door listed for wall or ceiling use as installed
  Where the wall or ceiling is rated, the approved submittal checked that the door's listing covers the orientation it is going in (wall or ceiling) and the assembly type.
  No photo required