READY TO INSPECT — FIELD CHECKLIST

Acoustical ceilings final inspection checklist

Acoustical ceilings 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 ASTM C635 / C636, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The ceiling foreman with the GC's superintendent, walking the finished field before the owner's punch walk. When: After all tile is in and light fixtures, diffusers and sprinkler heads are trimmed out, before turnover walks begin.

Tile install and level

- [ ] Field tile fully seated and level
  Every tile dropped fully into the grid, faces flush and the plane flat across the room with no dips or lifted corners.
  2 photos required
- [ ] Cut tiles and edge trim tight and clean
  Perimeter and fixture cuts straight and sized so reveals are even, wall angle or trim continuous, no gaps or slivers at the edge.
  2 photos required
- [ ] Tile product matches the approved submittal and sample
  Carton label photographed showing product, edge detail and finish against the submittal, one production lot used across each room.
  1 photo required
- [ ] Cut tiles sit at the same plane as full tiles
  Field-cut edges rebated or trimmed so cut pieces bear on the grid like full tiles, not dropping below or riding above the field.
  1 photo required
- [ ] Tile faces run in one direction across the field
  Tiles set to the arrows on their backs where the product is directional, field reads as one even surface under the room lights with no patchwork sheen.
  1 photo required
- [ ] Exposed grid straight with caps unmarked
  Tees straight and intersections closed, no bent flanges from loading tile, painted caps free of scratches and fingerprints.
  1 photo required

Fixtures and seismic details

- [ ] Fixtures supported and seismic details complete
  Lights, diffusers and heads independently supported as required, hold-down clips and seismic attachments in place including under fixtures and at the perimeter.
  2 photos required
- [ ] Grid flat at fixtures and air devices
  Tees around lights, diffusers and grilles show no sag or twist under the device weight, the device frame bearing evenly on the grid.
  1 photo required
- [ ] Nothing laid on the backs of finished tiles
  Sample tiles lifted in each room: no cable, loose insulation or debris left on tile backs by late trades, nothing pushing a tile out of plane.
  1 photo required
- [ ] Access tiles at marked points lift and reseat freely
  Tiles at the access locations on the reflected ceiling plan not clipped or wedged in place, lifting and dropping back without damage to the edge.
  No photo required

- [ ] Rated ceiling components match the listed assembly
  Where the ceiling is part of a rated assembly, the tile, grid, clips and fixture protection match the listed design shown on the drawings.
  No photo required

Clean faces

- [ ] Tile faces clean and undamaged
  No fingerprints, scuffs, water stains or chipped edges, damaged tiles swapped before the field is signed off.
  1 photo required

Closeout records

- [ ] Ceiling suspension inspections recorded before turnover
  Any AHJ or special inspection of the grid, bracing or fixture support logged with its result and date for each floor or zone.
  No photo required
- [ ] Attic stock of tile and grid delivered and counted
  Spare cartons from the installed lot counted against the quantity in the contract documents and stored where the owner directs.
  No photo required