READY TO INSPECT — FIELD CHECKLIST

Acoustical ceilings punch checklist

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

Who runs it: The ceiling foreman on a punch callback, or the GC's superintendent clearing ceiling items before turnover. When: During closeout, after other trades have lifted tiles for their own work and after final cleaning reveals soiled and damaged faces.

Tile replacement and cleaning

- [ ] Damaged and soiled tiles replaced or cleaned
  Each stained, chipped or dropped tile located and photographed, replaced with matching tile or cleaned, wide shot locating it in the field.
  2 photos required
- [ ] Tiles hacked open for late penetrations replaced
  Tiles cut or torn by other trades for added cable, sensors or head adjustments swapped for a clean-cut tile, not patched or taped.
  No photo required
- [ ] Tile around heads and devices flat and uncracked
  Tiles at sprinkler heads, sensors and speakers lie flat in the grid, not cracked or pushed up by a trim ring set after the tile.
  1 photo required
- [ ] Water stains traced to a source before tiles are swapped
  Each stain reported to the super with its location so the roof, pipe or condensation leak is fixed before a new tile goes in and stains again.
  No photo required
- [ ] Attic stock count updated after punch swaps
  Cartons pulled for replacements noted, and the owner told if the spare count has dropped below the quantity the contract documents call for.
  No photo required

Grid and trim repairs

- [ ] Grid walked for bends and scratches after late trades
  Mains, tees and caps checked room by room after lifts and ladders; kinked or bent members replaced with matching ones, intersections closed again.
  1 photo required
- [ ] Wall angle tight after painting and wall repairs
  Angle re-fastened where it pulled off the wall, no paint or mud on its face, joints and corners closed along the perimeter.
  1 photo required

Clips and level

- [ ] Missing clips replaced and level touched up
  Hold-down and seismic clips re-set where tiles were lifted, grid re-leveled at reopened areas, tiles fully seated again.
  2 photos required
- [ ] No remaining ceiling items before signoff
  Punch items per room or zone closed with photos before the area is released to turnover.
  1 photo required