

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**

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**