

Below-grade waterproofing punch checklist

Below-grade waterproofing 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 manufacturer's published instructions, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The waterproofing foreman on a callback, or the GC's superintendent closing envelope punch below grade. When: During closeout or after a leak shows up, while there's still access to the affected area of wall.

Repair and drainage

- ☐ **Backfill damage located and repaired**
Damaged area exposed, membrane repaired with the detailed patch and reprotected, repair photographed **2 photos required**
- ☐ **Drainage tie-in verified**
Footing drain and drainage mat confirmed connected and draining to the outfall, no crushed or clogged pipe at the tie-in. **1 photo required**

Signoff

- ☐ **Area closed before it's re-covered**
All punch items on the affected wall closed with photos before backfill is replaced and the area is released. **1 photo required**