READY TO INSPECT — FIELD CHECKLIST

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.

Interior-side check

- [ ] Tie-hole and joint lines checked from inside
  From the room side, the form-tie grid, wall-to-footing joint and pour joints looked at for damp, efflorescence or rust staining, each finding marked on the plan.
  1 photo required

- [ ] Damp spots matched to the pre-backfill photo record
  Each damp area's gridline and height compared with the wall photos taken before backfill, to narrow down the likely breach before anyone digs.
  No photo required

Repair and drainage

- [ ] Backfill damage located and repaired
  Damaged area exposed, membrane repaired with the detailed patch and reprotected, repair photographed before it's re-covered.
  No photo 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

- [ ] Any dig to the wall made inside a protected cut
  Re-excavation sloped, benched or shored and cleared by the competent person before anyone goes down; the repair is observed from the edge or protected access.
  No photo required

- [ ] Repair side and product logged on the punch
  Whether the fix was made from the exposed outside face or from inside by injection or crystalline, with the product, location and the manufacturer's agreement noted.
  No photo required

- [ ] Backfill settlement along the wall checked
  Grade along each foundation wall looked at for settled trenches or washouts that hold water against the wall, and low spots topped up.
  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

- [ ] Owner told which walls carry the membrane
  Turnover notes mark the waterproofed walls and warn that new cores, anchors or deep landscape digging there need the membrane detailed first.
  No photo required