

Carpet and carpet tile punch checklist

Carpet and carpet tile 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 CRI carpet installation guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The carpet installer on a repair callback, or the GC's superintendent clearing carpet punch items before turnover.
When: During closeout, after protection comes up and after other trades and traffic have revealed peaking seams, lifting tile and soiling.

Seam and tile callbacks

- ☐ **Peaking seams and lifting tile resolved**
Peaked or open seams re-sealed and set flat, lifted tiles re-bonded to sound adhesive or replaced, cause corrected rather than pressed back over. **2 photos required**

Damage repair

- ☐ **Snags, stains and damage repaired or replaced**
Snags, burns and stains located and photographed in context, tile or bonded insert replaced to match pile and pattern, wide shot confirming the repair blends. **2 photos required**

Closeout

- ☐ **No remaining carpet items before signoff**
Field vacuumed and groomed, ripples and loose edges corrected, punch closed per room with photos before the area is released. **1 photo required**