READY TO INSPECT — FIELD CHECKLIST

Casework and millwork punch checklist

Casework and millwork 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 AWI / architectural woodwork standards, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The casework foreman on a callback, or the GC's superintendent closing finish punch items. When: During closeout, after other trades have worked around the casework and after seasonal movement shows up in the doors and drawers.

Adjustment and repair

- [ ] Door and drawer alignment re-set
  Reveals re-checked across each run, hinges and slides re-adjusted, no doors rubbing or drawers dragging after settling.
  1 photo required

- [ ] Scratched or damaged faces addressed
  A close shot of each damaged face plus its location in the room, repairs matched for color and sheen or the part replaced.
  2 photos required

- [ ] Hardware loosened by use re-tightened
  Pull screws, hinge mounting screws and slide screws snugged, missing door bumpers and shelf pins replaced.
  No photo required

- [ ] Scuffed ends and dropped-tool dents traced to later trades
  Scuffed finished ends and dented tops or doors compared with the condition logged at final, so damage from later trades is noted to the GC apart from casework defects.
  No photo required

Wear since final

- [ ] Uppers checked for pull-away from the wall
  No gap opening at the top of each upper's back since the final walk, no sag at the run ends and no cracked caulk at the ceiling or wall line.
  1 photo required

- [ ] Countertop edges and seams re-checked since final
  Front edges and any seams looked at again after use, no joint opening, height difference, chipped edge or lifted laminate since the final walk.
  1 photo required

- [ ] Edge banding and panel edges checked for lifting or swelling
  Edge band tight along doors, shelves and ends; sink base floors and panels near wet areas free of swelling, with any leak source noted.
  1 photo required

Caulk and signoff

- [ ] Caulk lines at scribes and tops clean and continuous
  Caulk at wall scribes and countertop backsplashes tooled and unbroken, no gaps or smears left on the finish faces.
  1 photo required

- [ ] No remaining casework items before area signoff
  All punch items per room closed with photos before the area is released to turnover.
  1 photo required