READY TO INSPECT — FIELD CHECKLIST

Curtain wall punch checklist

Curtain wall 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 AAMA guidance, manufacturer's published instructions, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The curtain wall foreman on a callback, or the GC's superintendent closing envelope punch items. When: During closeout, after final cleaning reveals scratches on glass and frames and after the first storms reveal leaks.

Finishes and seals

- [ ] Each defect located and photographed in context
  A close shot of the scratch, failed gasket or opened joint plus a wide shot locating the bay on the elevation. — 2 photos required
- [ ] Leak repairs re-tested with water before closure
  Localized hose test on the repaired detail, interior watched and photographed dry afterward. — 2 photos required
- [ ] Glass labels and protective film removed without residue
  Temporary labels, film and tape taken off glass and frames, adhesive residue cleaned by a method the manufacturer allows, no blade scratches. — 1 photo required
- [ ] Exterior caps, trim and glass seals still fully engaged
  Whatever retains the glass outside rechecked after thermal cycling: caps and trim not popped or slipped, structural and weather seals unbroken. — 1 photo required
- [ ] Gasket corners checked for shrinkback gaps
  Corners and ends of wedge and glazing gaskets inspected for gaps that opened since installation, re-seated or sealed per the manufacturer. — 1 photo required

Interior side

- [ ] Floor lines and sills checked inside for water after storms
  Interior at floor lines, sills and corners walked after rain; stains, wet safing or standing water photographed and traced to where it enters outside. — 1 photo required
- [ ] Condensation or frost on frames noted by location
  Interior frames and glass edges checked in cold weather for condensation or frost, locations logged for the manufacturer to review. — No photo required

Operable units and signoff

- [ ] Operable vents cycle, latch and seal
  Each vent opened and closed through its full travel, hardware adjusted, gasket compressing evenly when latched. — 1 photo required
- [ ] No remaining curtain wall items before elevation signoff
  All punch items per elevation or zone closed with photos before the area is released to turnover. — 1 photo required
- [ ] Curtain wall warranties and maintenance data in the turnover package
  System, glass and sealant warranties plus cleaning, gasket and vent hardware maintenance instructions filed with the closeout documents. — No photo required