

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

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