READY TO INSPECT — FIELD CHECKLIST

Doors, frames and hardware final inspection checklist

Doors, frames and hardware final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against NFPA 80, the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The hardware installer or carpentry foreman with the GC's superintendent, walking hung openings before the owner's punch walk. When: After doors are hung and hardware is set and adjusted, before turnover walks and before the openings see daily traffic.

Fire-rated openings

- [ ] Fire labels present and legible on leaf and frame
  Rating labels on both leaf and frame verified, not painted over or removed, ratings matched to the opening schedule.
  2 photos required
- [ ] Rated hardware and closer self-latch confirmed
  Rated hinges, closers and latching present, the door swings shut from any position and latches on its own without being pushed.
  1 photo required
- [ ] Gasketing and smoke seals installed as the schedule lists
  Where the hardware schedule lists gasketing, smoke seals or astragals for an opening, they run continuous on the head, jambs and meeting edges with no gaps at the corners.
  No photo required
- [ ] No unlisted field work on rated leaves and frames
  No field-drilled holes, cut preps or added hardware on rated leaves and frames beyond what the manufacturer's or listing agency's allowances permit.
  No photo required

Gaps, clearances and operation

- [ ] Gaps and clearances around the leaf within tolerance
  Edge clearances at head and jambs and the undercut checked against the manufacturer's and rating requirements, even margins, no binding.
  2 photos required
- [ ] Door operates, closes and latches cleanly
  Full swing without drag, closer speed and latch action adjusted so the door closes and latches every time without slamming.
  1 photo required
- [ ] Opening force read with a gauge on doors with closers
  Push-pull gauge reading at the latch edge photographed and compared with the opening-force limit the project documents set, closer backed off where it reads high.
  1 photo required

Hardware installed and adjusted

- [ ] All hardware installed to schedule and adjusted
  Locksets, exit devices, closers, stops and seals installed per the hardware schedule at the specified heights, fasteners complete, functions verified.
  2 photos required
- [ ] Leaf at each opening matches the door schedule
  Leaf size, face and finish, and any lite or louver, read against the door schedule; swapped or wrong leaves noted by opening number.
  1 photo required

- [ ] Hinges seated with every screw driven
  Hinge count per the schedule, leaves seated flush in their mortises, every screw driven and none stripped, no sag showing at the lock edge.
  1 photo required
- [ ] Every egress-side lever or device opens in one motion
  Each door on the egress path opens from the egress side without a key, tool or special knowledge unless the code plan shows a permitted locking arrangement, and no added bolt defeats the release.
  No photo required
- [ ] Cylinders tried against the keying schedule
  Construction or permanent keys tried in each cylinder against the owner's keying schedule, and construction cores tracked for swap at turnover.
  No photo required

Frames cleaned and closeout items

- [ ] Frame rabbets and strike preps clear of compound and paint
  Joint compound and paint cleaned out of stops, rabbets, strike and hinge preps so hardware seats fully and silencers sit in their holes.
  1 photo required
- [ ] Hardware literature and spare parts turned over to the GC
  Protective film off finished hardware, closer and exit-device literature, templates and attic stock handed to the GC for the turnover package.
  No photo required