READY TO INSPECT — FIELD CHECKLIST

Doors, frames and hardware punch checklist

Doors, frames and hardware 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 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 on an adjustment callback, or the GC's superintendent clearing door punch items before turnover. When: During closeout, after the building has been used and after final cleaning reveals scratched leaves and drifted adjustments.

Adjustment callbacks

- [ ] Closers and latches re-tuned and re-tested
  Closer speed, latch and dead spot re-adjusted, rated openings re-checked to self-close and latch after the tune.
  2 photos required
- [ ] Latching re-checked with the HVAC system running
  Doors tried with the air handlers on, since building pressure can hold a leaf off the latch; closers set so they still latch under normal operation.
  No photo required
- [ ] Leaf margins re-checked for sag at every opening
  Head and lock-edge margins read after use; leaves that dropped and now rub the head or strike re-hung with hinge screws tightened or hinges shimmed.
  1 photo required
- [ ] Strikes realigned where latches ride or miss
  Latch bolt drops into the strike without lifting the door; the strike lip or plate moved, not the latch bolt filed down.
  No photo required

Leaf and finish repair

- [ ] Scratched or damaged leaves repaired or replaced
  Each damaged leaf located and photographed in context, finish repaired or leaf swapped, wide shot placing the opening in the space.
  2 photos required
- [ ] No remaining door items before signoff
  Punch items per opening closed with photos, hardware functions and rated self-latch re-confirmed before the area is released.
  1 photo required
- [ ] Frame jambs and heads walked for cart and hand-truck damage
  Each frame checked at cart height and the head; dents filled or the section repaired and finish touched up to match, rated frames only within the manufacturer's allowances.
  1 photo required

Records and handover

- [ ] Keys and permanent cores handed over against the keying schedule
  Permanent cores installed or keys issued, key log signed by the owner's representative, construction keys collected.
  No photo required
- [ ] Hardware schedule updated with as-installed changes
  Substituted, added or relocated hardware marked on the hardware schedule for the O&M manuals and turnover package.
  No photo required