

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

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