

Drywall punch checklist

Drywall 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 GA-216 / ASTM C840 guidance. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The drywall foreman on a callback, or the GC's superintendent closing finish punch items room by room. When: During closeout, after paint reveals every joint and corner that read fine under work lights.

Common callbacks

- ☐ Each defect photographed as found and its cause tagged
Every hole, ding and crack shot before repair and tagged to drywall or to the trade that caused it (late device installs, cabinet setting, move-in). 1 photo required
- ☐ Dings at door swings and corners filled flush
Any dents from handles, carts and furniture filled and sanded level; a missing doorstop noted so the hit does not recur. No photo required
- ☐ Nail pops refastened, not just spotted over
Any popped fastener reset with a new screw beside it and the old head recoated, not a dab of compound over the bump. No photo required
- ☐ Cracks at opening corners and angles re-taped
Any hairline cracks at door heads and inside angles opened, taped and refinished; caulk or paint alone lets them return. No photo required

Repair and proof

- ☐ Each defect repaired and photographed under raking light
A light held at a low angle across the repair so any ridge, dip or flash is visible in the photo. 2 photos required
- ☐ Repair located with a wide shot
A second photo wide enough to place the repair in the room, so closure is verifiable remotely. 1 photo required
- ☐ Patched areas spot-primed before paint touch-up
Raw compound on each repair sealed with primer so the finish coat does not flash dull over the patch. 1 photo required

Signoff

- ☐ No remaining drywall items before room signoff
All punch items in the room closed with photos before the room is marked complete. 1 photo required
- ☐ Painter told which repaired walls are ready for touch-up
Closed drywall repairs listed by room for the painting lead, so no primed patch is left without its finish coat. No photo required