READY TO INSPECT — FIELD CHECKLIST

Entrance floor mats and grilles final inspection checklist

Entrance floor mats and grilles 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 the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The mat installer with the GC's superintendent, walking the finished entrance before turnover and daily traffic. When: After the floor finish is complete and the mat or grille is set into the recess, before the entrance is opened to use.

Flush and level

- [ ] Mat top flush and level with the finished floor
  Mat or grille sits flush all around with no lip or rock, top level with the finished floor so the transition is trip-free.
  2 photos required
- [ ] Adjacent grille panels meet with no height step
  Where one panel butts the next, tops level across the joint with no raised rail end or step a toe or wheel can catch.
  1 photo required
- [ ] Grille spans the well without dishing at mid-panel
  Straightedge across the middle of each panel shows no sag or crown between supports, and the panel does not deflect visibly when stepped on.
  1 photo required

Orientation and openings

- [ ] Tread rails run across the direction of traffic
  Rails and scraper inserts oriented as the shop drawings show, across the travel path, and consistent on every panel with none set in turned.
  1 photo required
- [ ] Installed tread inserts match the approved sample
  Carpet, rubber or abrasive inserts in each rail compared with the approved sample for type and color, with no mixed inserts between rails.
  1 photo required
- [ ] Heel-proof openings in place where an accessible route crosses
  Where an accessible route crosses the grille, the installed openings observed to be the heel-proof type on the approved submittal and set in the detailed direction.
  No photo required
- [ ] Grille load rating matches the traffic it will carry
  Grille rating on the approved submittal compared with the traffic the drawings expect (foot traffic, carts, pallet jacks), mismatch reported to the super.
  No photo required

Rails and sections

- [ ] Rails and tread sections tight and secure
  Rail and tread sections seated tight with no rattle or gaps, rolled and squared to the frame, no section walking under traffic.
  1 photo required
- [ ] A section lifted out and re-seated for cleaning access
  One panel or mat section lifted or rolled back as the manufacturer describes, then re-seated, dropping back flush and tight with no forcing.
  No photo required

Transition to floor

- [ ] Clean, even margin to the surrounding floor
  Even margin between the frame and finished floor, gap closed as detailed, no grit trap or unfinished edge at the transition.
  1 photo required

- [ ] Frame top edge undamaged where the floor finish meets it
  Frame face free of dents, grinder marks, adhesive and grout smear left from setting the floor finish, coating intact along every side.
  1 photo required

Drainage and handover

- [ ] Water reaches the well drain where the drawings show one
  Where the drawings show a drain in the well, water poured into the recess runs to the drain without pooling and the drain grate is clear of debris.
  No photo required

- [ ] Care and cleaning instructions handed to the owner
  Manufacturer's maintenance instructions, cleaning interval and the lifting tool for the panels turned over to the owner's representative and logged.
  No photo required