

Entrance floor mats and grilles punch checklist

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

Who runs it: The mat installer on a callback, or the GC's superintendent clearing entrance punch items before turnover. When: During closeout, after the entrance has seen traffic and after the mat shows where edges lift and grit collects.

Edges and seating

- ☐ Rolled edges and loose sections corrected
Lifted or rolled edges brought back flush, loose rails and sections re-seated tight, recess cleaned out so the mat sits flat with no rock. 2 photos required

Cleanup and signoff

- ☐ Recess clean and no remaining entrance items
Grit and debris cleared from the recess, transition confirmed flush and trip-free, punch item photographed closed before the entrance is released. 1 photo required