READY TO INSPECT — FIELD CHECKLIST

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.
  No photo required

- [ ] Tread inserts checked for wear and pull-out along every rail
  Inserts seated full length in each rail after traffic, none pulled out, torn or missing; loose strips re-set and worn ones replaced to match.
  1 photo required

- [ ] Frame walked on every side for movement or edge lift
  No frame movement, hollow sound or raised edge underfoot along each side; a loose frame re-anchored before it cracks the floor finish around it.
  1 photo required

Surface and transitions

- [ ] Floor transition checked on each side after traffic
  Each edge where the floor finish meets the frame checked for a new lip or gap; a frame cause corrected, a finish defect referred to the flooring trade.
  1 photo required

- [ ] Grille finish checked for scratches, dents and coating loss
  Rails and frame viewed along their length for dents, bent rails and worn coating from carts and deliveries, damaged pieces repaired or replaced.
  1 photo required

- [ ] Heel-proof openings still closed where an accessible route crosses
  Where an accessible route crosses the grille, rails checked for bending or spreading that widens the openings, affected panels replaced before release.
  No photo 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

- [ ] Well drain or weep cleared of grit at closeout
  Where the well has a drain or weep, its opening cleared of the grit that washed down with traffic and water observed to run off.
  No photo required

- [ ] Spare inserts or panels turned over where the spec calls for them
  Attic stock of inserts or grille panels counted against the specification, labeled and handed to the owner's representative with a signed receipt.
  No photo required