READY TO INSPECT — FIELD CHECKLIST

Entrance floor mats and grilles rough-in inspection checklist

Entrance floor mats and grilles rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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 or concrete crew setting the recess, or the GC's superintendent walking the opening before the floor finish closes around it. When: While the slab or recess is still open, before the finished flooring is set to the frame and before the recess depth is locked in.

Recess depth and frame

- [ ] Frame set to depth and flush to the finished floor line
  Recess depth matched to the mat so the top sits flush with the finished floor, frame level and square, margin even for the flooring to meet.
  2 photos required
- [ ] Well bottom flat across its full length and width
  Straightedge laid across the recess floor in both directions, no humps or low spots that would leave the grille bearing on high points and rocking.
  1 photo required
- [ ] Well length and width match the approved shop drawings
  Recess measured both ways and on the diagonals against the shop drawings, sized for the grille plus the frame clearance the manufacturer lists.
  1 photo required
- [ ] Frame and grille components match the approved submittal
  Frame profile, material and finish, and the carton or packing labels for the grille, checked against the approved submittal before the frame is set.
  1 photo required
- [ ] Frame corners joined tight with no open miter
  Each frame corner welded, keyed or clipped as the manufacturer details, faces aligned with no gap or step where the finish will butt the corner.
  1 photo required

Layout and orientation

- [ ] Well located and squared to the door opening per the drawings
  Well position measured from the threshold and side walls against the drawings, long edges parallel to the door line so the grille reads square to the entrance.
  1 photo required
- [ ] Direction of traffic marked for the tread rails
  Travel direction through the entrance marked at the well and compared with the shop drawings, so the rails will run across the traffic as detailed.
  No photo required
- [ ] Grille opening type confirmed where an accessible route crosses
  Where an accessible route crosses the well, the approved submittal checked for a heel-proof grille with openings suited to wheelchairs and canes.
  No photo required
- [ ] Floor finish on each side of the frame identified
  The finish meeting each frame edge (tile, carpet, resilient or sealed concrete) and its thickness noted, frame height coordinated so every side can finish flush.
  No photo required

Drainage

- [ ] Recess drains where water is expected
  Weep or drainage provided in the pan at an exterior-facing entrance so water and snowmelt do not pool under the mat.
  No photo required

- [ ] Drainage requirement for each well checked on the drawings
  Each mat well checked against the drawings for a floor drain, a weep or neither, and the answer confirmed with the super before the recess is poured.
  No photo required

- [ ] Well drain body set at the low point where the drawings show one
  Where the drawings show a drain in the well, drain body set at the recess low point with the well floor falling to it and the tie-in coordinated with plumbing.
  No photo required

Anchorage and protection

- [ ] Frame anchored and protected until the floor is placed
  Frame anchored so it holds position during the pour or floor set, recess protected and clean so debris does not set into the finish around it.
  1 photo required

- [ ] Frame anchors at the spacing the manufacturer lists
  Anchor straps, clips or fasteners on every side at the manufacturer's spacing and embedment, set into the slab or grout before they are concealed.
  1 photo required

- [ ] Frame bearing flange fully supported with no voids
  Grout or setting bed packed full under the frame's bearing leg so it does not flex under carts and heel loads once the grille is in.
  1 photo required