

Final inspection checklist for construction

The final walk is where a job either hands over cleanly or drags on for six weeks. What separates the two is almost always documentation: not whether the work is done, but whether it can be shown to be done.

Who runs it: GC project manager and superintendent, with the owner's representative and the design team. When: After the punch list is closed and before the owner takes beneficial occupancy.

Systems operational

- ☐ Every mechanical system runs through its sequence
Record the system responding, not just the thermostat setting. 2 photos required
- ☐ Electrical distribution complete, labelled and tested
Panel schedules accurate, devices operable, emergency and standby systems exercised. 2 photos required
- ☐ Plumbing fixtures operate with no leaks
Run every fixture, check below, verify hot water delivery time and temperature. 2 photos required
- ☐ Controls and low-voltage systems commissioned
Access control, alarm, data and AV verified as handed over, with credentials transferred. 1 photo required

Life safety

- ☐ Egress paths clear, lit and hardware operable
Walk every exit, test panic hardware, confirm door swings and closers. 2 photos required
- ☐ Fire protection systems tested and tagged
Test records available, devices in place, extinguishers mounted and current. 2 photos required
- ☐ Emergency lighting and exit signage functional
Test each unit on battery; photograph the illuminated state. 2 photos required
- ☐ Accessibility features verified in the field
Clearances, reach ranges, hardware and signage measured, not assumed from the drawings. 2 photos required

Finishes and cleanliness

- ☐ Punch list closed with correction photos
Every open item has a closing photo attached to the original entry. 1 photo required
- ☐ Final clean complete, protection removed
Glass, floors, fixtures and horizontal surfaces; nothing left in the ceiling plenum. 2 photos required
- ☐ Exterior and site complete
Paving, striping, landscaping, signage and drainage all in their final condition. 2 photos required

Documentation and handover

- ☐ Turnover package assembled and delivered
Inspection records with photos, test reports, warranties, O&M manuals and as-builts in one package. 1 photo required
- ☐ Warranties started and durations recorded
Start dates agreed in writing; equipment registrations submitted. 1 photo required
- ☐ Owner training delivered and attendance recorded
Who attended, on what systems, on what date, with the session recorded where possible. 1 photo required

- ☐ **Keys, credentials and spare parts transferred**
Signed transfer record for keys, access credentials, attic stock and specified spares.

2 photos required