

Flooring punch checklist

Flooring 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The flooring foreman on a callback, or the GC's superintendent closing finish punch items room by room. When: During closeout, after protection comes off and cleaning is done, the moment damage from other trades becomes visible.

Damage walk

- ☐ **Floor condition recorded as the protection comes off**
Wide shots of each room the day protection is pulled, scratches, gouges, dents and stains marked, so the damage is dated before closeout. 1 photo required
- ☐ **Seams, edges and transitions re-checked for movement since final**
Seams opening, plank ends peaking, boards cupping, loose reducers or base pulled away from the wall, each marked as a punch item. 1 photo required
- ☐ **Caster tracks and dragged-equipment gouges logged by trade**
Lift and pallet-jack tracks on resilient, gouges in wood and snags or stains in carpet recorded with the room, trade and date, not absorbed as a flooring callback. No photo required

Repair and proof

- ☐ **Each damaged area repaired and photographed in context**
A close shot of the repair plus a wide shot that locates it in the room, so the closure is verifiable remotely. 2 photos required
- ☐ **Repairs match the surrounding field**
Color, sheen, pattern direction and grout joints blended; the repair not visible from standing height. 1 photo required
- ☐ **Replacement units drawn from the installed lot or attic stock**
Where a unit is replaced, the carton or roll label checked for the same product and lot as the field and noted on the punch item, not a new order with a shade shift. No photo required
- ☐ **Adjacent units undisturbed by the removal**
Neighboring tile, plank or seam around the repair checked by hand and tap for chips, lifted edges or loosened bond from cutting out the damaged piece. No photo required

Signoff

- ☐ **No remaining flooring items before area signoff**
All punch items in the room or zone closed with photos before the area is marked complete. 1 photo required
- ☐ **Final clean done with the method the manufacturer allows**
Cleaner, pad and water use matched to the care instructions for each floor type, with no wet-mopping or stripping that voids the finish warranty. No photo required