

# Glazing punch checklist

Glazing 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 glazing foreman on a callback, or the GC's superintendent closing envelope punch items. When: During closeout, after final cleaning reveals scratches and after the first storms reveal leaks.

## Glass and frame condition

- ☐ **Protective film and tape residue off frames and sills**  
Strippable film and masking tape removed from mullions, caps and sills, with no adhesive baked onto the finish by sun exposure. 1 photo required
- ☐ **Weeps still open after cleaning and sealant touch-ups**  
Sill weeps and baffles checked again on each elevation, none sealed, painted or packed with debris during cleaning or punch repairs. 1 photo required
- ☐ **Interior finishes below each opening free of water staining**  
Stools, drywall returns and flooring under the glazing checked for staining, swelling or rust that points to a leak nobody has reported. 1 photo required
- ☐ **Glass blemishes viewed at the distance the spec sets**  
Each scratch or mark judged from the viewing distance and lighting the glass acceptance criteria describe, result noted for the architect's decision. No photo required

## Repair and proof

- ☐ **Each defect located and photographed in context**  
A close shot of the condition plus a wide shot locating the lite or frame on the elevation. 2 photos required
- ☐ **Leak repairs re-tested with water before closure**  
Localized hose test on the repaired detail, interior photographed dry afterward. 2 photos required
- ☐ **Replacement lites checked against the glass schedule**  
Where a lite is replaced, its label or etched mark is matched to the schedule for tint, coating and safety glazing before the stops or caps go back on. No photo required
- ☐ **Lift strikes, weld spatter and scraper marks logged by trade**  
Pitted glass from weld or grinder spatter, lift-basket strikes on frames and blade scratches from cleaners recorded by lite with the date found and the trade responsible. No photo required

## Signoff

- ☐ **No remaining glazing items before elevation signoff**  
All punch items per elevation or zone closed with photos before the area is released to turnover. 1 photo required