READY TO INSPECT — FIELD CHECKLIST

Gypsum concrete underlayment punch checklist

Gypsum concrete underlayment 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 underlayment crew lead on a callback, or the GC's superintendent closing floor-prep punch before the flooring goes in. When: During closeout before floor goods, once other trades have trafficked the underlayment and any drying cracks have shown.

Defects

- [ ] Cracks and soft or dusting areas located
  Floor walked and sounded for cracks, soft spots and dusting, each marked with a close and a wide locating photo.
  2 photos required
- [ ] Edges and penetrations checked
  Thresholds, wall lines and pipe penetrations inspected for chipped, feathered-thin or crumbling edges.
  1 photo required
- [ ] Traffic paths and staging spots checked for gouges and ruts
  Doorways, hallways and material staging spots walked for cart ruts, dropped-tool divots and scuffed surface, each marked for patch.
  1 photo required
- [ ] Floor checked for rewetting since the moisture test
  Leaks from above, spills or fixture tests looked for; rewetted gypsum marked for drying, a hardness recheck and a new moisture reading.
  No photo required
- [ ] Late cut-outs and anchor holes by other trades found
  Openings cut after the pour for late plumbing, floor boxes or anchors located, edges checked sound and listed for filling before floor goods.
  No photo required

Repair and proof

- [ ] Repairs patched flush and re-photographed
  Soft areas cut back to sound material, patched flush with the surrounding surface and photographed before floor goods cover them.
  No photo required
- [ ] Patch material matches the underlayment maker's repair product
  Bag label of the patch or crack filler checked against the repair product the underlayment manufacturer names for its system.
  No photo required
- [ ] Cured patches rechecked for hardness and flatness
  Each patch scratch-tested once cured, feathered edges not powdering or lifting, a straightedge laid across the repair and the floor around it.
  No photo required

Release to flooring

- [ ] Floor vacuumed clean and dry for the flooring primer
  Dust, patch residue and debris vacuumed off rather than wet-mopped, so the flooring trade primes a clean, dry surface.
  1 photo required
- [ ] Remaining items walked with the flooring foreman
  Each marked item reviewed with the flooring foreman, anything still open listed by unit, and the release of each area to floor goods recorded.
  No photo required