

Insulation punch checklist

Insulation 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 energy code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The GC's superintendent or the insulation foreman on a callback, closing owner and inspector punch items. When: During project closeout, as punch items are assigned and after the energy inspection comments come back.

Item closure

- ☐ Each punch item corrected and photographed in place
The corrected condition shown clearly, close enough to see the fix and wide enough to locate it. 2 photos required
- ☐ Adjacent bays checked for the same defect
The rooms or bays on either side of each item spot-checked for the same gap or void. 1 photo required
- ☐ Each energy inspection comment logged as its own item
Every comment from the energy inspector or rater entered separately with its room or area, not grouped into one line. No photo required
- ☐ Each reported gap traced to the actual void
The reported location checked from the attic, an access panel or a small inspection opening, and the missing or displaced insulation found before patching. 1 photo required

Repair methods

- ☐ Callback scope agreed before finishes are opened
Where the fix means cutting drywall or lifting finishes, the super has agreed the extent and who patches and paints. No photo required
- ☐ Repair fills the whole bay, not just the spot
Whether patched through an opening or dense-packed through holes, the full bay is filled and any holes plugged; a probe or image shows the fill. 1 photo required
- ☐ Wet insulation replaced after the leak is fixed
Where a leak soaked batts or blown fill, the wet material is removed and replaced once the source is repaired, with the leak item referenced. No photo required
- ☐ Hatch insulation fastened, not just set back
Board or batt on hatch covers mechanically fastened or adhered so it stays put the next time the hatch is opened. 1 photo required

Signoff

- ☐ No remaining insulation items before area signoff
All punch items in the area closed with photos before the area is marked complete. 1 photo required
- ☐ Repairs re-checked the way the defect was found
Each fix verified by the method that found it (a thermal image from the same position, a probe, or a look from the attic) and photographed after the repair. 1 photo required