READY TO INSPECT — FIELD CHECKLIST

Metal canopies and awnings final inspection checklist

Metal canopies and awnings final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening 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 canopy erector with the GC's superintendent, walking the hung canopy after finishes before turnover. When: After the canopy is hung, drainage is connected and the finish and soffit are complete, before turnover walks and before the entrance sees daily traffic.

Alignment and level

- [ ] **Canopy level, true and even at the fascia line**
  Fascia straight and level across the run, outer edge holding line without sag, gaps to the wall even, no twist between hangers.
  2 photos required

- [ ] **Supports carrying load evenly with no rotation at the wall**
  Each rod or bracket snug with none slack or bowed, bracket plates flat to the wall with no rotation, and sealant at the wall fittings untorn after the deck is complete.
  1 photo required

- [ ] **Clear height under the canopy matches the drawings**
  Underside of the fascia, soffit and fixtures measured at the entrance against the drawings, with door swings and walkway traffic clear of every hanging part.
  1 photo required

Drainage

- [ ] **Deck pitched and drainage carrying water away**
  Canopy deck pitched to scuppers or drains, downspouts connected and discharging clear of the entrance, no ponding or back-pitch to the wall after a wet-down.
  2 photos required

- [ ] **Wall flashing laps over the canopy's back edge**
  Counterflashing or reglet at the wall line lapped over the canopy's back flange or gutter, so water from the wall above runs onto the canopy and not behind it.
  1 photo required

- [ ] **Deck seams and end closures lapped with the flow and sealed**
  Deck and gutter seams, end dams and fascia joints lapped downhill and sealed per the manufacturer's instructions, with no open laps or pinholes at the corners.
  1 photo required

Finish and underside

- [ ] **Fascia, soffit and finish complete at the entrance**
  Underside panels, fascia and finish complete and clean, sealant tooled, exposed fasteners to pattern, coating unmarred on the visible surfaces.
  1 photo required

- [ ] **Underside and fascia panels engaged with joints closed**
  Underside and fascia panels seated in their clips or fastened to pattern, none drooping or rattling in wind, joints between panels even and closed.
  1 photo required

- [ ] **Light openings in the canopy trimmed and sealed**
  Where fixtures or conduit pass through the canopy, openings trimmed and sealed from the canopy side so no hole admits water or birds; the wiring itself stays the electrician's.
  No photo required

Safe access and records

- [ ] Canopy top worked from a lift or tied off per the fall protection plan
  Sealing, cleaning and drain checks on the canopy top done from a lift or tied off to the anchorage the site's plan names, with the open outer edge treated as unprotected.
  No photo required
- [ ] Field changes to canopy connections marked for the as-builts
  Any bracket, rod or backing moved from the submittal location recorded with the engineer's response and marked on the record drawings for turnover.
  No photo required
- [ ] Finish warranty and cleaning data handed to the owner
  The coating or finish manufacturer's warranty and cleaning instructions filed in the turnover package, with the cleaners that damage the finish named.
  No photo required