READY TO INSPECT — FIELD CHECKLIST

Metal canopies and awnings punch checklist

Metal canopies and awnings 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 canopy erector on a callback, or the GC's superintendent clearing canopy punch items before turnover. When: During closeout, after weather has tested the drainage and after other trades and lifts have worked around the entrance.

Finish repair

- [ ] Dented or scratched panels repaired or replaced
  Each damaged panel or coating scratch located and photographed in context, repaired or replaced, wide shot placing the canopy at the entrance.
  No photo required
- [ ] Fasteners and fascia joints checked for rust or open sealant
  Fascia and soffit fasteners looked at for rust bleed or backing out; wrong-metal fasteners replaced and split sealant at fascia joints redone.
  1 photo required
- [ ] Light openings still sealed after fixtures are finished
  After the electrician's final, canopy cutouts at fixtures checked from the canopy side for open gaps or finish scratched by trims, repairs logged to the right trade.
  No photo required

Drainage and connections

- [ ] Ponding corrected and connections re-checked
  Low spots re-pitched or drains cleared so the deck runs dry, hanger and bracket connections re-checked for movement and re-tightened after the canopy has carried load.
  No photo required
- [ ] Wall line below the canopy checked for staining after weather
  Wall face and soffit at the canopy's back edge looked at for water marks or streaks after rain; any leak at the flashing or wall fittings traced and resealed.
  1 photo required
- [ ] Callback access to the canopy top set per the fall protection plan
  Before any seam or drain is worked from above, the lift or tie-off the site's plan names is in place, with no one stepping onto the deck from a window or ladder.
  No photo required
- [ ] Soffit checked for drips or water marks at deck seams
  Underside walked after rain for drips, stains or trapped water at deck seams and end closures, with the leaking seam located from above and resealed.
  1 photo required
- [ ] Reworked connections closed with the designer's written response
  Where a bracket, rod or anchor was re-made during punch, the delegated designer's or engineer of record's written direction is filed with the canopy records.
  No photo required

Closeout

- [ ] No remaining canopy items before signoff
  Punch items closed with photos, drainage confirmed running, fasteners and finish complete before the entrance is released.
  1 photo required
- [ ] Drain clean-out points shown to the owner's maintenance staff
  Scupper, gutter and leader clean-outs pointed out to the owner's staff with the manufacturer's maintenance guidance, and that walk noted in the turnover record.
  No photo required