

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. 2 photos 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. 2 photos 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