

Metal lockers punch checklist

Metal lockers 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 locker installer on a callback, or the GC's superintendent clearing locker punch items before turnover. When: During closeout, after the run has been handled and after final cleaning reveals dents, missing numbers and sticking latches.

Numbering and trim

- ☐ Number plates, trim and fillers complete
Number plates set to the room schedule, end panels, sloped tops and fillers installed, trim tight with no open gaps. 1 photo required

Doors and damage

- ☐ Dented doors repaired and latches re-adjusted
Dented or scratched doors repaired or swapped, latches and handles re-adjusted and re-tested through a full cycle, item photographed closed. 2 photos required