READY TO INSPECT — FIELD CHECKLIST

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

- [ ] Protective film and shipping blocks removed from every unit
  Film, tape and packing blocks gone from doors, frames, shelf tops and inside each compartment, no adhesive residue left on the finish.
  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.
  No photo required

- [ ] Paint at door edges, frame corners and sloped tops checked
  Edges and corners where carts and ladders hit looked over for chips; any found touched up with the maker's matching paint, not a close color.
  1 photo required

- [ ] Door gaps along the bank re-checked since final
  Gaps between doors and frames still even across the run after lockers have been loaded; any dropped or rubbing door re-hung or adjusted.
  1 photo required

Anchorage and release

- [ ] Runs and benches push-checked for movement since final
  A firm push at the top of each run and on each bench finds no new give at the wall or floor anchors; any movement traced to the anchor and fixed there.
  1 photo required

- [ ] Spare number plates, hooks and door parts turned over
  Extra stock the contract calls for counted and handed to the owner's contact with the locker closeout.
  No photo required

- [ ] Locker punch list closed room by room before release
  Every locker item in each room closed or carried with an owner and date before that room is released for use.
  No photo required