READY TO INSPECT — FIELD CHECKLIST

Metal wall panels punch checklist

Metal wall panels 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, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The panel foreman on a callback, or the GC's superintendent closing envelope punch items. When: During closeout, after final cleaning reveals scratches and after the first storms and thermal cycles reveal loose closures and sealant misses.

Finish and closures

- [ ] Scratched or marred finish located and addressed
  A close shot of each damaged area plus a wide shot locating it on the elevation, touch-up matched to the coating or the panel replaced.
  2 photos required
- [ ] Loose closures and trim re-secured
  Closures, copings and trim checked for movement, refastened and re-lapped so nothing rattles or lets water behind the panels.
  1 photo required
- [ ] Each elevation checked for dents, creased ribs and bent edges
  Elevation looked along from the ground or lift for damage from lifts or deliveries; damaged panels marked by location for replacement, kept separate from finish-only scratches.
  1 photo required
- [ ] Replacement panels match the original color and profile
  Any replaced panel checked against its neighbors for color lot, gloss and profile before the lift leaves the elevation.
  No photo required

After the first storms

- [ ] Exposed and trim fasteners checked after thermal cycling
  Fasteners at trim, closures and any exposed-fastener runs checked by eye and hand; backed-out screws replaced and sealing washers seated, not just driven tighter.
  1 photo required
- [ ] Panel faces below trim and cut edges checked for rust staining
  Faces below trim, fasteners and cut edges looked over after the first rains; any streak followed back to filings, a wrong fastener or an untreated edge and fixed at the source.
  1 photo required
- [ ] Inside face checked for water at the base and openings
  Interior side of the wall walked after rain; staining, wet insulation or drips at the base, openings and penetrations photographed and traced.
  1 photo required

Sealant and signoff

- [ ] Sealant misses at joints and penetrations corrected
  Joints and penetrations rechecked for gaps, skips and voids, corrections tooled and backed, weeps left clear.
  1 photo required
- [ ] No remaining panel items before elevation signoff
  All punch items per elevation or zone closed with photos before the area is released to turnover.
  1 photo required
- [ ] Owner and architect panel items merged into this list
  Panel items from the owner's and architect's walks added here by elevation, so every open item is tracked in one place for the turnover record.
  No photo required