READY TO INSPECT — FIELD CHECKLIST

Operable partitions final inspection checklist

Operable partitions final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The partition installer's field lead with the GC's superintendent, demonstrating the wall before turnover. When: After the ceiling and finishes are complete and the floor is down, before the room is handed over and staff are trained on the wall.

Operation

- [ ] **Panels operate and stack smoothly** — 2 photos required
  Full extend-and-stack cycle run, panels roll without dragging or binding, stack seats cleanly in the pocket.
- [ ] **Pass door operates and latches** — No photo required
  Any pass door in the partition opens, closes and latches freely, seals engaging with the door as with the panels.
- [ ] **Powered-wall safety devices tested by the installer and observed** — No photo required
  Where the wall is powered, the installer runs the obstruction sensors, stop controls and key switch while the super watches; the wall stops or reverses as the manufacturer describes.

Seals and acoustic closure

- [ ] **Top and bottom seals engage across the run** — 2 photos required
  Top and bottom seals deployed and in contact along the full length when the wall is closed, set for the rated acoustic performance rather than for easy glide.
- [ ] **Panel label model matches the approved submittal** — 1 photo required
  Manufacturer's label on the panel edge read: model on the panel label matches the submittal, whose STC is the rated value, with the finish as submitted.
- [ ] **Ceiling trim at the track closed with no open gaps** — 1 photo required
  Trim between the finished ceiling and the track continuous along the run, no open slots above the panel tops for sound to leak over the wall.
- [ ] **Acoustical consultant's field test report on file if one was run** — No photo required
  Where the spec calls for a field acoustic test, the consultant's report for this wall on file, with any deficiencies and the installer's corrections noted.

Alignment and closure

- [ ] **Alignment and closure tight at both jambs** — 2 photos required
  Panels plumb and aligned, closure panel engaged, jamb and floor closures tight at both ends with no light or air gap.
- [ ] **Panel faces flush with even joints across the closed wall** — 1 photo required
  Adjacent panels flush at the face with even vertical joints, edge profiles interlocking over the full height, no panel standing proud of its neighbors.
- [ ] **Panel faces and edges free of install damage** — 1 photo required
  Faces, edges and trim checked for dents, scuffs and torn fabric or vinyl, including the faces that are hidden once the wall is stacked in the pocket.

- [ ] Flooring along the panel path unmarked after the full cycle
  Flooring under the track line checked after an extend-and-stack cycle for scuffs, gouges or seal marks from panel travel.
  1 photo required

Turnover

- [ ] Owner's staff trained to extend, seal and stack the wall
  Installer walks the owner's staff through extending, deploying seals, using the pass door and stacking, with attendees and date recorded.
  No photo required
- [ ] Operating handles, keys and O&M manual turned over
  Seal cranks or handles, any key switch keys, spare parts and the manufacturer's operation and maintenance manual handed to the owner and logged.
  No photo required