READY TO INSPECT — FIELD CHECKLIST

Operable partitions punch checklist

Operable partitions 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 partition installer on a callback, or the GC's superintendent closing partition punch items. When: During closeout, once the room is fully finished and the wall has been cycled a few times in real use.

Operation and seals

- [ ] Dragging panels adjusted and re-cycled
  Binding or dragging panel adjusted, wall cycled again through a full extend and stack, movement confirmed smooth.
  No photo required
- [ ] Seal gaps closed top and bottom
  Any light or air gap at the top or bottom seals traced and adjusted, seals confirmed in contact across the closed run.
  No photo required
- [ ] Track sighted for sag after the final-walk cycles
  Track sighted along its run with the wall extended; any sag or loosened hanger reported against the support above rather than adjusted out at the panels.
  No photo required
- [ ] Carriers listened to for grinding or squeal while cycling
  Wall cycled and carriers at the panel tops checked for grinding, squeal or clicking; worn carriers and loose hanger bolts serviced by the installer.
  No photo required

Latch and closure

- [ ] Latch and jamb closure adjusted
  Closure panel and any latch adjusted to close tight at the jamb without forcing, both ends checked.
  1 photo required
- [ ] Panel edges and seal strips checked for wear from cycling
  Vertical edges, interlocking profiles and seal strips checked after the final-walk cycles; torn, peeling or chafed trim repaired or replaced by the installer.
  1 photo required
- [ ] Powered-wall stops re-run after any track or panel adjustment
  Where the wall is powered, the installer re-runs the obstruction and stop devices after punch adjustments, with the super observing the wall stop.
  No photo required

Finish and staff issues

- [ ] Panel faces cleaned of handling marks and temporary labels
  Fingerprints, pencil marks, protective film and shipping labels removed from both faces of every panel, including the faces stored in the pocket.
  1 photo required
- [ ] Staff-reported operating problems logged and closed
  Issues from the people who run the wall (stiff stacking, seals not dropping, latch trouble) listed, each closed with the installer's fix and date.
  No photo required