

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. 1 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. 2 photos 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