READY TO INSPECT — FIELD CHECKLIST

Operable partitions rough-in inspection checklist

Operable partitions rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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, coordinating with the framer and electrician before the ceiling contractor closes in. When: After the overhead track support is framed and the track is hung, and before the ceiling closes. Once the grid and tile are in, nothing above the track can be reached or corrected.

Drawings before hanging

- [ ] Approved shop drawings on site for this partition
  Manufacturer's approved shop drawings on hand, showing the same model, panel count, stack location and track layout being installed in this room.
  No photo required

- [ ] Header deflection limit read from the structural drawings
  Deflection limit for the track support noted from the structural drawings and compared with the value the partition manufacturer requires, any mismatch raised with the GC.
  No photo required

Structural support

- [ ] Independent overhead support framed and attached to structure
  Support steel or framing carried up to the building structure, not hung from the ceiling grid, connections made per the shop drawings.
  2 photos required

- [ ] Support capacity verified against the loaded panel weight
  Framing and attachments matched to the panel weight and hanger spacing on the manufacturer's support drawings, no field-substituted anchors.
  2 photos required

- [ ] Support steel member sizes match the structural drawings
  Beam or channel sizes, spacing and bearing points above the track read against the structural drawings, not taken from the partition shop drawing alone.
  1 photo required

- [ ] Support connections finished with no temporary clamps left
  Every hanger rod, clip angle and bolted or welded connection complete per the structural details, no C-clamps, tack-only welds or missing nuts left above the ceiling.
  1 photo required

Track

- [ ] Track level and straight along the full run
  Track checked level end to end and straight along its length, splices aligned, switches and intersections smooth where fitted.
  2 photos required

- [ ] Track hangers match the shop drawings and are locked
  Hanger type and spacing as the approved shop drawings show, rods threaded full depth into the track fittings and locked with jam nuts.
  1 photo required

- [ ] Track braced against sway per the shop drawings
  Lateral bracing at the spacing shown, braces tied back to structure, and the track does not shift when pushed sideways at mid-run.
  1 photo required

- [ ] Track height set to the finished floor dimension
  Underside of track measured from the finished floor line at both ends and mid-run, matching the shop drawings so the panels and bottom seals fit once flooring is down.
  1 photo required

Coordination

- [ ] Power and pocket coordinated before close-in
  Power for any powered operation roughed in at the track, storage pocket framing and clearance confirmed, all verified before the ceiling closes.
  No photo required

- [ ] Slab along the panel path checked flat before flooring
  Slab under the track line checked with a straightedge or laser before flooring, high and low spots reported to the GC so the bottom seals can reach the floor.
  No photo required

- [ ] Above-track sound barrier closed off before the ceiling
  Sound barrier from the track trim up to the structure continuous along the run per the acoustic detail, sealed at pipes and ducts, photographed before the ceiling hides it.
  1 photo required

- [ ] Ceiling devices kept off the track and stack line
  Reflected ceiling plan checked: sprinkler heads, lights, diffusers and detectors laid out clear of the track and the stack path so panels and ceiling trim don't clash.
  No photo required