READY TO INSPECT — FIELD CHECKLIST

Overhead and coiling doors final inspection checklist

Overhead and coiling doors 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 NFPA 80, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The door installer with the GC's superintendent, cycling each installed door before turnover. When: After doors, operators and safety devices are installed and adjusted, before the owner's walk and before the area is released.

Balance and operation

- [ ] Door balances and runs manually through full travel
  Door disconnected from the operator, lifted by hand, stays put at mid-travel and moves smoothly with no binding in the tracks or guides.
  2 photos required
- [ ] Powered operator, limits and manual release work
  Operator opens and closes to correct up and down limits, and the manual disconnect releases and re-engages cleanly.
  2 photos required
- [ ] Operating mechanism matches the door schedule
  Motor operator, chain hoist, crank or push-up operation as scheduled for the opening, mounted on the scheduled side and fixed firmly to its backing.
  1 photo required
- [ ] Tracks, guides and fasteners tight with no rub marks
  Track bolts, hinges, roller brackets and guide fasteners snug, with no scrape or rub marks on the panels, curtain or guides after several cycles.
  1 photo required
- [ ] Open-position stops keep the door in its tracks or guides
  At full open the door comes to rest on its stops or bumpers with the top section or bottom bar still captured in the tracks or guides.
  1 photo required
- [ ] Locking hardware engages at every door the schedule shows with a lock
  Slide bolt, keyed lock or operator lock engages into the track or guide when set, and on powered doors the lock and operator interlock as the manufacturer provides.
  1 photo required

Safety devices

- [ ] Reversing edge and photo-eyes tested
  A test object under the closing door reverses it on contact and on beam break, photo-eyes mounted low enough to catch a person or cart.
  2 photos required
- [ ] Manufacturer's labels and warning tags in place at each door
  Door identification label, spring or counterbalance warning tags and operating instructions left on the door and control station where the manufacturer placed them, legible and unpainted.
  1 photo required
- [ ] Installer's start-up record for springs, limits and force on file
  Installer's setup sheet lists spring adjustment, limit and force settings and the reversing test result for each door, since tensioning and operator setup are the installer's work.
  No photo required

Seal and weathertightness

- [ ] Bottom, jamb and header seals contact evenly
  Bottom astragal meets the slab with no daylight gaps, jamb and header seals contact the curtain or panels along their length.
  1 photo required

- [ ] Section joints or slat interlocks closed across the full width
  With the door down, panel joints meet tight from jamb to jamb, or curtain slats sit fully interlocked with their endlocks or windlocks all in place.
  1 photo required

Fire-rated doors

- [ ] Drop test observed, reset and documented
  Release actuated, the door self-closes fully, then the automatic-closing mechanism is reset and re-armed, with the test recorded and the door left ready.
  3 photos required

- [ ] Fire label and release device in place on rated doors
  Fire label on the curtain or guides legible and unpainted, and the fusible links, release device or alarm-connected release installed as the approved submittal shows.
  No photo required