READY TO INSPECT — FIELD CHECKLIST

Overhead and coiling doors punch checklist

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

Who runs it: The door installer on a callback, or the GC's superintendent closing overhead-door punch items. When: During closeout, after other trades have worked around the openings and the doors have seen jobsite traffic.

Repair and adjust

- [ ] Each defect located and photographed in context
  A close shot of the dented slat, torn seal or binding guide plus a wide shot locating the door in the building. — 2 photos required
- [ ] Seals replaced and door re-cycled after adjustment
  Replacement seal fitted, door run through a full open-and-close cycle and safety reversing re-checked after any adjustment. — 2 photos required
- [ ] Guide and track bottoms checked for impact damage at every door
  Lower guides, jamb angles and track ends looked at for forklift or cart strikes, bent sections and loose anchors, with damage straightened or replaced by the installer. — 1 photo required
- [ ] Door faces and hoods checked for scratches and overspray
  Panels, curtain, hood and fascia at each opening looked at for scratches, overspray and mortar splatter, touched up or cleaned as the manufacturer directs. — 1 photo required
- [ ] Installer's balance re-check observed after repairs
  After any section, seal or spring work, the installer disconnects the operator and the door is seen to hold at mid-travel by hand before it is reconnected. — No photo required

Owner handover

- [ ] Owner's staff shown the manual release and daily operation
  Owner's maintenance staff walked through daily operation, the manual release or chain hoist, and what to do when a door stops, with attendance recorded. — No photo required
- [ ] Keys, transmitters and crank handles handed over and logged
  Lock keys, key-switch keys, remote transmitters and removable crank or hoist handles counted and signed for by the owner's representative. — No photo required
- [ ] O&M manuals, spring data and warranty delivered for each door
  Operation and maintenance manuals, spring and counterbalance data, the service contact and the warranty for each door filed with the closeout documents. — No photo required

Signoff

- [ ] No remaining door items before the area is released
  All punch items on each door closed with photos, fire doors left armed, before the opening is turned over. — 1 photo required