

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

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