

Painting punch checklist

Painting 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 data sheets, MPI guidance. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The painting foreman on a callback, or the GC's superintendent closing finish punch items room by room. When: During closeout, after final cleaning and move-in traffic have had their way with the finished surfaces.

Common callbacks

- ☐ **Damage shot as found and assigned before repainting**
Every gouge, scuff or mark photographed before touch-up and tagged to paint or to the trade or move-in crew that caused it. 1 photo required
- ☐ **Scuffs washed first, painted only if they stay**
Marks from move-in or cleaning crews tried with a mild wash before any touch-up, so sound paint is left alone. No photo required
- ☐ **Flashing spots repainted to the nearest break**
Where a touch-up shows, the whole wall or panel rolled corner to corner instead of dabbing the spot again. No photo required
- ☐ **Peeling or blistered paint traced to a cause**
Any lifted coating scraped back and the source (moisture, a leak, poor adhesion) found and fixed before recoating. No photo required
- ☐ **Open joints at casing, crown and base recaulked**
Any gaps that opened at trim as the building dried out caulked, tooled and painted to match the trim. No photo required

Repair and proof

- ☐ **Each touch-up blended and photographed in ambient light**
The repaired area viewed from standing distance in normal room light, not just under a work light. 2 photos required
- ☐ **Repair located with a wide shot of the wall**
A wide photo placing the repair on the wall and in the room, so closure is verifiable remotely. 1 photo required

Signoff

- ☐ **No remaining paint items before room signoff**
All punch items in the room closed with photos before the room is marked complete. 1 photo required
- ☐ **Super has the last touch-up date for each cleared room**
Rooms with every paint item closed listed with the date of the last touch-up, so furniture and wall hangings wait out the cure time on the can. No photo required