READY TO INSPECT — FIELD CHECKLIST

Polished concrete punch checklist

Polished concrete 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 ASTM concrete floor test methods, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The polishing crew on a callback, or the GC's superintendent clearing floor punch items before turnover. When: During closeout, after protection comes up and after other trades and carts have marked the finished floor.

Protection removal walk

- [ ] Floor walked under raking light as protection comes up
  Protection lifted area by area and the floor viewed low with a light for scratches, cart tracks and scuffs, each logged by location and trade.
  1 photo required

- [ ] Tape marks, rust spots and stains checked across the floor
  Tape adhesive, rust, hydraulic and food stains located and cleaned with a method the guard manufacturer allows, or ground and re-polished, not buried under more guard.
  1 photo required

- [ ] Door swings, column bases and storage spots checked for dull areas
  Spots behind door swings, at column bases and where material or equipment sat compared to the field for sheen and exposure, re-polished where they differ.
  1 photo required

Scratch and damage repair

- [ ] Scratches and traffic marks re-polished to match
  Damaged areas located and photographed, re-polished back through the grit steps so sheen and clarity match the surrounding floor.
  No photo required

- [ ] Re-polished spots re-densified and re-guarded to match
  Where a repair cut through the guard, densifier and guard re-applied per the product, burnished, and the sheen compared to the floor beside it.
  No photo required

- [ ] Every joint walked, filled ones flush and open ones clean
  Shrunk, split or cart-gouged filler cut out, refilled per the spec and shaved flush; joints the spec leaves open cleared of slurry and debris.
  1 photo required

- [ ] Each re-polish area logged with its grits and guard lot
  Location, grit steps run and guard lot for every re-polished area recorded on the floor plan for the turnover package.
  No photo required

Haze and cleanup

- [ ] Haze and film removed and floor left clean
  Any hazy film or residue burnished or cleaned off, floor left with even sheen, no dull patches at the transitions.
  1 photo required

- [ ] No remaining floor items before signoff
  Punch items per area closed with photos, sheen and exposure re-confirmed before the floor is released to the owner.
  1 photo required