READY TO INSPECT — FIELD CHECKLIST

Raised access flooring final inspection checklist

Raised access flooring 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The GC's superintendent with the access floor foreman, walking the finished floor before the room is turned over. When: After all panels including cut panels are placed and edge and transition trim is on, before furniture, equipment or racks go in.

Panel fit

- [ ] Panels seated flat with even joints
  Every panel sits flat with no rock, joint lines consistent and tight, surface flush across adjacent panels with no lippage.
  2 photos required
- [ ] Cut panels sealed at penetrations and edges
  Panels cut for penetrations and at room perimeter sealed or edge-trimmed per the system, no exposed raw core shedding into the cavity.
  2 photos required
- [ ] Cable cutouts located per the drawings with grommets fitted
  Cutouts at the locations on the drawings, sized to the grommet or trim ring and cut clear of stringers, with the grommet or edge trim fitted so no raw edge touches cable.
  1 photo required
- [ ] Perimeter cut panels fitted tight to walls and columns
  Gap between cut panels and walls, columns or door frames within the manufacturer's allowance all around, with no open gap and no panel wedged against the wall.
  1 photo required
- [ ] Sample panels lifted and re-dropped without binding
  A sample of panels in each room pulled with the panel lifter and set back without binding, forcing or chipping neighboring edges, so the floor stays removable.
  No photo required

Grounding and load

- [ ] Grounding continuity verified across the floor
  Understructure bonding continuous after fit-out, re-checked where panels were swapped or re-cut, connections still tight.
  1 photo required
- [ ] Load and rattle check under foot and rolling load
  Floor walked and, where used, rolled with a cart across the field; no deflection past the system's rating, no rattling or shifting panels.
  1 photo required
- [ ] Pedestal grid grounding test report on file
  Continuity or resistance test of the grid by the electrical trade or testing agency recorded and on file, with any failed connection re-bonded and re-tested before turnover.
  No photo required
- [ ] Rolling-load route for heavy moves set to the panel rating
  Route for moving furniture, consoles or equipment across the floor checked against the manufacturer's rolling-load rating, with hardboard or plywood planned where loads exceed it.
  No photo required

Ramps and transitions

- [ ] Ramps and transition trim installed and secure
  Ramps to adjacent finished floor at the specified slope, transition trim fastened flush, no trip lip at the doorway or edge.
  No photo required

- [ ] Exposed floor edges closed with fascia and nosing
  Where the drawings show an open floor edge or step, fascia plates and nosings fastened per the manufacturer's details, with no view into the cavity.
  No photo required

Protection and turnover

- [ ] Finished floor protected along routes other trades still use
  Protection board or runners laid over panels on the paths carts, lifts and furniture crews will use, taped so they can't slide, before follow-on trades move in.
  1 photo required

- [ ] Spare panels, pedestals and panel lifters turned over
  Spare panels, pedestals, stringers, grommets and panel lifters in the spec's quantities delivered to the owner's storage and logged.
  No photo required