READY TO INSPECT — FIELD CHECKLIST

Raised access flooring punch checklist

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

Who runs it: The access floor foreman on a callback, or the GC's superintendent closing floor punch items before turnover. When: During closeout, after other trades have lifted and re-dropped panels for their work, which is when rocking and edge damage appear.

Condition walk

- [ ] **Panels lifted by other trades reset in place and orientation** — 1 photo required
  Panels opened by the electrical, low-voltage or mechanical crews returned to their original grid spot and direction, with no stringer knocked loose or left out underneath.
- [ ] **Every cutout checked for grommet and trim after cable pulls** — 1 photo required
  Each cutout, including field cuts other trades made, still has its grommet or edge trim and panel support; open or unsupported cuts listed for repair.
- [ ] **Panel surface finish checked for scratches and lifting** — 1 photo required
  Panel tops walked for scratches, stains, chips and lifting laminate or tile edges from move-in; damaged panels marked for swap from attic stock.
- [ ] **Floor edges and transitions rechecked after furniture moves** — 1 photo required
  Ramps, nosings, transition strips and perimeter trim checked for loose fasteners, lifted edges or a new trip lip after furniture and cart traffic.

Defect repair

- [ ] **Each rocking panel or damaged edge located** — 2 photos required
  A close shot of the condition plus a wide shot locating the panel on the grid, cause noted before adjustment.
- [ ] **Level and cut-panel touch-up completed** — No photo required
  Pedestal head re-leveled under the panel rather than shimmed, cut edges re-sealed and gaps closed, panel sitting flat afterward.

Signoff

- [ ] **No remaining floor items before the room is released** — 1 photo required
  All punch items per room closed with photos, floor walked once more with no rock or rattle before turnover.
- [ ] **Spare panel count updated after punch swaps** — No photo required
  Attic stock recounted after panels were swapped during punch, and any shortfall reordered or noted to the owner in the closeout log.