

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.

Defect repair

- ☐ **Each rocking panel or damaged edge located**
A close shot of the condition plus a wide shot locating the panel on the grid, cause noted before adjustment. 2 photos required
- ☐ **Level and cut-panel touch-up completed**
Pedestal head re-leveled under the panel rather than shimmed, cut edges re-sealed and gaps closed, panel sitting flat afterward. 2 photos required

Signoff

- ☐ **No remaining floor items before the room is released**
All punch items per room closed with photos, floor walked once more with no rock or rattle before turnover. 1 photo required