READY TO INSPECT — FIELD CHECKLIST

Raised access flooring rough-in inspection checklist

Raised access flooring rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. 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 checking the understructure ahead of the panel crew, or the GC's superintendent releasing the room once the grid is set. When: After the slab is clean and the understructure is set, before panels drop and before the under-floor MEP and cabling are closed in over the pedestals.

Submittals and room conditions

- [ ] **Panel and pedestal markings match the approved submittal** — 1 photo required
  Panel, pedestal and stringer cartons or stamped markings checked against the approved submittal for system, panel type and finished-height range.
- [ ] **Panel load ratings matched to each zone on the drawings** — No photo required
  Panel type planned for each room or zone carries the rolling-load and point-load ratings the drawings and manufacturer's data call for; heavier panels flagged for their zones.
- [ ] **Room enclosed and within the installation conditions** — No photo required
  Room closed in, dry and held within the temperature and humidity range in the manufacturer's instructions, confirmed with the super before panels are brought in.

Subfloor preparation

- [ ] **Slab cleaned and sealed before pedestals** — 2 photos required
  Slab swept and vacuumed free of dust and debris, sealed or primed per the adhesive requirement, dry before any pedestal is set.
- [ ] **Finished floor height and pedestal layout established** — 2 photos required
  Pedestal grid laid out to the panel module from control lines, finished height shot to a benchmark, not eyeballed off the slab.
- [ ] **Slab high and low spots within the pedestal adjustment range** — No photo required
  Slab surveyed against the finished-floor line; the highest and lowest points fall inside the pedestal's adjustment range, with grinding or other pedestal heights noted where they don't.

Pedestals and understructure

- [ ] **Pedestals adhered and heads locked at height** — 2 photos required
  Full adhesive footprint under each base, pedestals plumb, head nuts locked so heights can't drift, no rocking base.
- [ ] **Stringers seated and grid level across the room** — 2 photos required
  Stringers fastened into every head, grid checked level and square across the room and diagonally, corners not high or low.
- [ ] **Pedestal adhesive or anchor matches the approved submittal** — 1 photo required
  Adhesive container label or anchor type on site matches the system's approved submittal and is applied the way the manufacturer's instructions show.
- [ ] **Perimeter pedestals set so cut panels bear on all sides** — 1 photo required
  Extra pedestals placed along walls, columns and door frames per the shop drawings, so every cut panel at the perimeter is carried on its edges and not on the wall.

- [ ] Bracing installed where the drawings show it
  Stringer bracing, braced pedestals or anchored bases at the locations and spacing the drawings and manufacturer's details show; where none is shown, noted as not required.
  No photo required

Grounding and under-floor access

- [ ] Understructure grounded and bonded
  Grounding straps or bonding jumpers landed on the grid per the system, connections tight, before panels cover them.
  2 photos required
- [ ] Under-floor space clear before panels go on
  MEP, cabling and any under-floor devices in and inspected, floor cavity clean, before the crew starts dropping panels.
  1 photo required
- [ ] Grid ground connection points match the drawings
  Number and location of grounding connections on the pedestal grid match the drawings, and the electrical trade's conductor to the building ground is identified before panels close it.
  No photo required
- [ ] Under-floor cabling and conduit clear of the understructure
  Cable, conduit and pathways run by other trades don't bear on or tie to pedestals and stringers, and no pedestal was moved off its layout point to make room.
  1 photo required