

Sheet metal flashing and trim punch checklist

Sheet metal flashing and trim 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 SMACNA architectural sheet metal, NRCA roofing guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The sheet metal installer on a repair callback, or the GC's superintendent clearing flashing punch items before turnover. When: During closeout, after other trades have worked around the perimeter and after weather has revealed leaks, ponding and loosened seams.

Seams and fasteners

- ☐ Open seams and loose fasteners resolved
Open or lifted seams re-seated and sealed, backed-out fasteners replaced into sound backing, no re-driven fasteners left in stripped holes. 2 photos required

Drainage callbacks

- ☐ Ponding and overflow corrected
Gutters that ponded re-pitched to drain, outlets cleared, downspouts confirmed discharging clear, drainage checked with water where practical. 2 photos required

Damage and finish

- ☐ Dented or scratched metal repaired before signoff
Dents, scratches and finish damage located and photographed in context, repaired or replaced, punch closed per run before the area is released. 1 photo required