READY TO INSPECT — FIELD CHECKLIST

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.
  No photo required
- [ ] Sealant at laps and joint covers checked for bond
  Each exposed sealant joint pressed along its length; split, pulled or unbonded sealant cut out and reinstalled on clean metal, not smeared over.
  1 photo required
- [ ] Hems hand-checked for cleat engagement at corners and ends
  Each hem pulled by hand at corners, run ends and the windward side to confirm it stays hooked on its cleat; any hem that has slipped off re-engaged.
  1 photo 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.
  No photo required
- [ ] Gutter hangers and downspout straps checked after other trades
  Hangers still tight, gutter front edges not bent down by ladders or lifts, straps still fastened to the wall; bent or pulled sections re-hung or replaced.
  No photo 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.
  No photo required
- [ ] Copings and flashing faces checked for added holes or brackets
  Holes from sign brackets, scaffold ties or other trades' clips through the metal sealed as the manufacturer allows or the piece replaced, and new attachments reported to the super.
  1 photo required

Edge access and handover

- [ ] Edge callbacks planned inside the fall protection plan
  With temporary guardrail gone after roofing, each coping or gutter callback has the anchorage, lift or warning line the plan names set before anyone works at the edge.
  No photo required
- [ ] Spare stock and touch-up paint handed over as the spec lists
  Any extra coping, gutter or trim stock and matching touch-up the spec requires turned over to the owner and logged with its color and profile.
  No photo required