

Sitework punch checklist

Sitework 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 the project geotechnical report, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The site foreman on a callback, or the GC's superintendent closing civil punch items. When: During closeout, as settlement, ponding and damage items are reported, with each one corrected and re-verified.

Site walk

- ☐ **Walk route covers every paved area, curb run and structure**
The punch walk takes in every lot, walk, curb line and drainage structure on the site plan, not only the areas near the building entrances. **No photo required**
- ☐ **Soil at pavement and curb edges checked for washout**
Edges of paving, backs of curb and walk edges checked for erosion or undermining from runoff, bare or rutted spots marked for stabilization. **1 photo required**
- ☐ **Walks, curbs and slabs walked joint to joint for cracking**
Flatwork looked over panel by panel; any crack measured, marked on the site plan and photographed with a scale so the architect can decide between sealing and replacement. **1 photo required**
- ☐ **Drain inlets rechecked after landscaping and final sweeping**
Grates, sumps and pipe inlets checked again for mulch, soil and sweepings washed in after landscaping and cleanup finished. **1 photo required**

Repair and proof

- ☐ **Root cause corrected, not just the surface**
Repair photos show the excavation or regrade, not just the new surface, with a wide shot locating it on site. **2 photos required**
- ☐ **Corrected areas re-verified after the next rain or test**
The repaired area photographed dry after a rain event or a water test. **2 photos required**
- ☐ **Replaced concrete panels cut back to full joints**
Where a panel is replaced, it is sawcut to the nearest joints, tied to its neighbors as the detail shows and finished to match the adjacent concrete. **No photo required**

Signoff

- ☐ **No remaining sitework items before site signoff**
All punch items closed with photos before the site is released to landscaping or turnover. **1 photo required**
- ☐ **Repair dates and methods logged for the warranty period**
Each corrected sitework item listed with its repair date and method, so settlement or ponding that returns during the warranty has a baseline to compare against. **No photo required**