READY TO INSPECT — FIELD CHECKLIST

Structural steel punch checklist

Structural steel 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 AISC, AWS D1.1, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The steel foreman on a punch callback, or the GC's superintendent clearing structural items before the area is released. When: During closeout, after fireproofing and other trades have worked around the steel and exposed touch-up and missed items.

Touch-up and coating

- [ ] Damaged and field-welded areas touched up
  Bare and burned coating cleaned and recoated to match the shop system, weld areas and abrasions covered where the steel stays exposed.
  2 photos required
- [ ] Touch-up coating matches the shop system on the submittal
  Touch-up can label photographed and matched to the shop primer or finish on the approved coating submittal, not a generic spray can.
  1 photo required

Damage and loads after release

- [ ] Members struck by lifts or deliveries checked for damage
  Columns, braces and exposed beams looked over for dents, kinks or gouges from lifts, forklifts or hoisting since erection; damage photographed and referred to the engineer of record.
  1 photo required
- [ ] Attachments added to the steel after release reviewed
  Clips, brackets or hangers welded or clamped on after the structure was released listed; any without an approved detail reported to the engineer of record.
  No photo required
- [ ] Pipe, duct and conduit hung only from steel meant to carry it
  No hangers off bracing, deck ribs or bridging unless detailed; unapproved hanger points photographed and reported to the GC for the engineer of record.
  1 photo required

Missed items closed

- [ ] Any missed bolts or welds located and completed
  Each open connection from the log found, completed and photographed in context, wide shot locating the member on the frame.
  2 photos required
- [ ] No remaining structural items before signoff
  Punch items per area closed with photos, connection and inspection records reconciled before the structure is released.
  1 photo required
- [ ] Repairs made from an engineer's direction have it on file
  Each fix made from a repair detail or RFI response has that document attached to the punch item, so the record shows who directed the repair.
  No photo required
- [ ] Field changes marked on the structural record drawings
  Repair details, relocated connections and field modifications marked on the record set handed to the GC for the turnover package.
  No photo required