READY TO INSPECT — FIELD CHECKLIST

Terrazzo flooring punch checklist

Terrazzo flooring 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 NTMA guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The terrazzo foreman on a callback, or the GC's superintendent closing flooring punch before turnover. When: During closeout after protection comes up, once other trades have finished and any slab movement has had time to show.

Defects

- [ ] Cracks and loose or dull spots located
  Floor sounded for drummy areas and walked for cracks and dull spots, each marked with a close and a wide locating photo.
  2 photos required
- [ ] Crack locations checked against the slab joint layout
  Before repair, each crack compared with the slab joints below, so a moving joint gets a new control strip instead of a patch that cracks again.
  No photo required
- [ ] Strip and edge damage recorded
  Dividers, cove base and transitions checked for chips, dents and lifted sections from other trades' work.
  1 photo required
- [ ] Control strips checked for gaps opened since final
  Control-joint filler and edges walked for gaps, lifted filler or edges pulled by slab movement or scrubbing machines, each noted for repair.
  1 photo required

Other trades' marks

- [ ] Surface walked for stains and etching after protection lifts
  Rust marks, tape adhesive, paint drips and acid etching looked for across the floor, each cleaned with the method the manufacturer allows.
  1 photo required
- [ ] Anchor holes drilled into the terrazzo clean and filled
  Holes for door stops, partitions and fixtures drilled without spalling the edges; abandoned holes filled with matching matrix.
  No photo required

Repair and proof

- [ ] Repairs re-ground, re-polished and re-sealed
  Repaired areas ground back into the surrounding field, polish and sheen matched, sealer feathered so the patch isn't a visible ring.
  No photo required
- [ ] Repair matrix mixed from matching aggregate and binder lots
  Patches poured from the attic stock or the installed lots, color checked against the surrounding panel before the mix is placed.
  No photo required
- [ ] Terrazzo punch list closed by zone before release
  Each crack, loose spot and strip repair closed on the list with its zone, date and repair method before the super releases the floor.
  No photo required