READY TO INSPECT — FIELD CHECKLIST

Toilet partitions and accessories punch checklist

Toilet partitions and accessories 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 applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The accessories installer on a callback, or the GC's superintendent closing restroom punch items. When: During closeout, after use and cleaning reveal doors out of adjustment and panels scratched by other trades.

Repair and adjust

- [ ] Each item located and photographed in context
  A close shot of the loose hardware, scratch or missing fastener plus a wide shot locating the stall or wall.
  2 photos required
- [ ] Latches, hinges and fasteners set and complete
  Latch and strike aligned, hinge swing corrected, and every panel and accessory fastener present and tight after adjustment.
  2 photos required

Finish condition

- [ ] Panel, door and pilaster faces walked in raking light
  Scratches, dents, chipped edges and delamination marked; damaged pieces replaced or refinished per the manufacturer's repair guidance, not only touched up.
  1 photo required
- [ ] Accessory faces cleaned with film fully removed
  Protective film peeled from every dispenser, bar and mirror frame, stainless wiped with the grain, dented or scratched units noted for replacement.
  1 photo required
- [ ] Mirrors secure with edges and backing intact
  Each mirror tight in its frame or clips, no chipped corners, cracks or silvering loss at the edges, frame screws present.
  1 photo required
- [ ] Wall finish around every flange and escutcheon inspected
  No oversized anchor holes, cracked tile or bare patches showing past a flange; damage reported to the finish trade with its room and wall.
  1 photo required

Signoff

- [ ] No remaining restroom items before the area is released
  All punch items in each restroom closed with photos, grab bars re-checked tight, before the room is turned over.
  1 photo required
- [ ] Back-ordered panels and accessories logged with a return date
  Any replacement panel, door or accessory on order recorded against its room, with the expected delivery and the installer's return visit.
  No photo required
- [ ] Owner's contact walked through doors and keyed dispensers
  Facility contact shown the adjusted latches, the dispenser keys and how each unit reloads, and told who takes warranty callbacks.
  No photo required