

Wall louvers and vents punch checklist

Wall louvers and vents 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, SMACNA guidance, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The louver installer on a callback, or the GC's superintendent clearing louver punch items before turnover. When: During closeout, after weather has tested the sill drainage and after other trades have worked around the openings.

Water callbacks

- ☐ Sill drainage cleared and leak path corrected
Weep path opened and flashing re-worked at the real entry rather than skinned over, re-tested with a wet-down, no seep behind the frame. 2 photos required

Finish and screen repair

- ☐ Dented blades or torn screens repaired or replaced
Each damaged blade or screen located and photographed in context, repaired or replaced, wide shot placing the louver on the wall. 2 photos required

Airflow closeout

- ☐ Connection re-sealed and airflow re-confirmed
Duct collar and blank-off re-sealed where air was leaking, airflow re-confirmed in the intended direction before the opening is released. 1 photo required