READY TO INSPECT — FIELD CHECKLIST

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.
  No photo required

- [ ] Perimeter sealant checked for splits at every louver
  Head, jamb and sill joints looked at up close; split, pulled or unbonded sealant cut out and replaced, with the sill weep path left open again.
  1 photo 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.
  No photo required

- [ ] Screens checked for debris and nesting at every louver
  Mesh clear of construction dust, leaves, wrap scraps and nesting, so the free area is open; anything found cleared before the opening is released.
  1 photo required

- [ ] Frame and blade finish walked for scratches and touch-up match
  Scratches and chips on frames and blades located; touch-up applied as the manufacturer allows and matching in daylight, or the piece replaced.
  1 photo 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.
  No photo required

- [ ] Balancing report notes at each louver reviewed
  Test and balance report checked for any louver flagged for low airflow, high pressure drop or water carryover, and those items passed to the installer.
  No photo required

Closeout records

- [ ] Record louver schedule marked with substitutions and changes
  Any change in model, size, blade type or screen from the original schedule is marked on the record set against the louver mark.
  No photo required

- [ ] Screen cleaning and finish care instructions in the O&M
  The manufacturer's care guidance for screens, blades and finish is in the operations and maintenance binder so the owner knows how to keep the free area open.
  No photo required