

Waterproofing punch checklist

Waterproofing 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 waterproofing foreman on a callback, or the GC's superintendent closing leak-related punch items. When: During closeout, as leak reports and inspector comments come in. Each one is located, repaired and re-proven.

Leak intake

- ☐ Each leak report logged with location, date and weather
Room, wall or pan location, when the leak was seen and what the weather was doing, so a pattern across reports shows up. No photo required
- ☐ Leak symptom photographed before anything is opened
Stain, efflorescence or drip shown close up and in a wide shot before finishes, backfill or drainage board are removed. 2 photos required

Repair and proof

- ☐ Entry point located, not just the symptom
The repair photo shows the actual breach or failed termination, with a wide shot locating it on the wall or pan. 2 photos required
- ☐ Repair re-tested with water before closure
Localized water test or flood re-test documented on the repaired area, with the dry side photographed after. 2 photos required
- ☐ Repair material compatible with the existing membrane
Patch, primer and sealant are the ones the manufacturer lists for repairing that membrane, not generic caulk over a breach. 1 photo required
- ☐ Same detail checked elsewhere on the elevation
Other terminations, penetrations or drains built with the same detail on that wall or level looked at for the same failure. 1 photo required
- ☐ Covered repair photographed before finishes go back
The finished repair shown before tile, drainage board or backfill is reinstated over it, tagged to the punch item. 1 photo required

Signoff

- ☐ No remaining waterproofing items before area signoff
All leak and termination items closed with photos before the area is released to turnover. 1 photo required
- ☐ Person who reported the leak told the re-test result
The owner, tenant or inspector who raised the item notified of the repair and the re-test result before it is closed. No photo required