READY TO INSPECT — FIELD CHECKLIST

Window treatments punch checklist

Window treatments 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 manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The shade installer on a callback, or the GC's superintendent clearing window-treatment punch items before turnover.
When: During closeout, after final cleaning and furnishing and after the space has been used enough to reveal drift and soiling.

Alignment callbacks

- [ ] Hem and headrail lines re-leveled across the run
  Adjacent units re-checked together so hems and headrails return to a common line, brackets and fascia re-secured, gaps re-evened.
  No photo required

- [ ] Every unit cycled end to end on the punch walk
  Each shade, blind and drape lowered and raised, bottom rails clearing sills, heating units and furniture where placed; any snag or rub re-adjusted.
  1 photo required

Fabric repair

- [ ] Soiled or creased fabric cleaned or replaced
  Each marked or damaged unit located and photographed in context, fabric cleaned, steamed or replaced, wide shot placing the treatment on the window.
  No photo required

- [ ] Fabric edges and hems checked at every unit
  Side edges, binding and hem pockets looked at for fraying, unraveling or a hem bar working loose; affected units trimmed, rebound or listed for refabrication.
  1 photo required

- [ ] Refabricated units matched to neighbors and the sample
  Where a unit is refabricated, the new fabric's line, color and dye lot compared with the adjacent units and the approved sample before it is hung.
  No photo required

Control setup

- [ ] Motor limits and groups reset and re-tested
  Motorized limits, groups and scenes re-checked and corrected, each unit operating to its stops in sync before the space is released.
  No photo required

- [ ] Programming record updated after any callback reset
  Where motorized limits, groups or scenes were changed on a callback, the change added to the installer's programming record the owner keeps.
  No photo required

Safety and handover

- [ ] Cord tension devices still secured after use
  At each corded unit, tension devices and break-away connectors still fastened and working after occupancy, re-set before the space is released.
  No photo required

- [ ] Window-treatment punch closed out by room and unit
  Each treatment item on the GC's list cleared by room and window, with any open fabric reorders and their lead times noted for the owner.
  No photo required