

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. 2 photos 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. 2 photos 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. 1 photo required