READY TO INSPECT — FIELD CHECKLIST

Wood flooring punch checklist

Wood flooring 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 flooring lead on a callback, or the GC's superintendent clearing flooring punch before turnover. When: During closeout, after the floor has been through a heating or cooling season enough to move and after other trades have finished in the room.

Repair

- [ ] Squeaks and loose boards resolved
  Squeaking or loose areas traced and re-secured, repair blending into the finish, no new face damage. — No photo required
- [ ] Gaps and finish blemishes corrected
  Seasonal gaps assessed, scratches, dents and finish blemishes touched up or the board replaced, sheen matched. — No photo required
- [ ] Room humidity and board moisture read at the callback
  Hygrometer and moisture meter readings recorded with the punch item, so gaps or cupping are traced to building conditions before anything is repaired. — 1 photo required
- [ ] Perimeter walked for peaking or lifting
  Each wall line and threshold checked for raised seams or lifted boards where the floor ran out of expansion room; relief made per the manufacturer where found. — 1 photo required
- [ ] Finish adhesion checked along traffic paths
  Finish at entries, halls and in front of sinks free of peeling, flaking or white haze between coats; failed areas abraded and recoated per the finish manufacturer. — 1 photo required
- [ ] Water-stained boards traced to a fixed source before repair
  Where boards show staining or cupping from a leak, the source (plumbing, door, window or slab) is identified and fixed by that trade before boards are replaced. — No photo required

Transitions

- [ ] Transition and trim complete and secure
  Thresholds, reducers and base fastened, profile correct at each doorway and change of material, nothing loose underfoot. — 1 photo required

Turnover

- [ ] Touch-up and recoat areas cured before the room is released
  Punch touch-ups and recoated areas given the finish manufacturer's dry time before furniture or other trades return to the room. — No photo required
- [ ] Finish system and sheen recorded for future recoats
  Finish manufacturer, product, sheen and number of coats written into the turnover record, so a later screen and recoat uses a compatible finish. — No photo required