Temporary Duct-End Protection Inspection Before Closure

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Project	Location	Status

Date	Completed by

Inspection Scope

No.	Done	Check / Requirement	Result	Notes / Evidence
1	☐	Identify and record the duct sections and openings included in this pre-closure inspection.		

Opening Coverage

No.	Done	Check / Requirement	Result	Notes / Evidence
2	☐	Check every open duct end, branch takeoff, and unconnected fitting within the inspection area for a temporary cap or cover.		

Cover Condition

No.	Done	Check / Requirement	Result	Notes / Evidence
3	☐	Inspect each temporary cover for tears, punctures, or other damage that could admit contaminants.		

Cover Attachment

No.	Done	Check / Requirement	Result	Notes / Evidence
4	☐	Verify each cover is secured, with no loose attachment points that could allow displacement by nearby work or expected airflow.		

Cover Fit

No.	Done	Check / Requirement	Result	Notes / Evidence
5	☐	Check cover edges for gaps that could admit dust, debris, or water.		

Water Exposure

No.	Done	Check / Requirement	Result	Notes / Evidence
6	☐	Check for leaks, runoff, or nearby wet work that could reach duct openings. Verify exposed openings have protection positioned to prevent water entry.		

Construction Debris Exposure

No.	Done	Check / Requirement	Result	Notes / Evidence
7	☐	Check for nearby cutting, drilling, sanding, or overhead work. Verify covers or additional barriers prevent resulting dust and debris from entering duct openings.		

Clean Before Opening

No.	Done	Check / Requirement	Result	Notes / Evidence
8	☐	Verify loose dust and construction debris have been removed from covers and adjacent duct surfaces before opening covers for inspection.		

Interior Cleanliness

No.	Done	Check / Requirement	Result	Notes / Evidence
9	☐	Inspect accessible interiors behind covers for dust deposits, offcuts, packaging, tools, or other foreign material. Keep removed covers on a clean surface and prevent nearby work from contaminating exposed openings.		

Interior Moisture

No.	Done	Check / Requirement	Result	Notes / Evidence
10	☐	Inspect accessible duct interiors and internal lining for standing water, condensation, dampness, or water staining. Record any evidence of moisture for investigation.		

Protection Restoration

No.	Done	Check / Requirement	Result	Notes / Evidence
11	☐	Verify covers removed for inspection are securely reinstated without gaps on every opening that remains unconnected.		

Findings and Access Limitations

No.	Done	Check / Requirement	Result	Notes / Evidence
12	☐	Record the location and nature of damaged or missing protection, contamination, and moisture findings. Identify areas that could not be inspected and the reason.		

Correction and Reinspection

No.	Done	Check / Requirement	Result	Notes / Evidence
13	☐	Before closure, reinspect recorded defects to verify protection is repaired, contamination is removed, and moisture sources are addressed with affected interiors clean and dry. Record the results.		

Pre-Closure Completion

No.	Done	Check / Requirement	Result	Notes / Evidence
14	☐	Verify no unresolved defects or inspection access limitations remain in the area being closed. Confirm unconnected openings remain covered until connection.		

Comments / Follow-up

Checklist guidance

Temporary covers protect duct interiors while surrounding construction continues. Missing covers, damaged material, loose attachments, or edge gaps can leave openings exposed even when protection appears to be in place. The pre-closure inspection brings these conditions into focus while the ductwork is still accessible for examination and correction.

1. Establish and record the inspection area while duct sections and openings remain accessible.

2. Use the approved checklist to assess temporary protection, surrounding exposure, and accessible interior conditions without contaminating the openings.

3. Record findings and access limitations, and verify that covers removed during inspection are securely reinstated.

4. Reinspect recorded defects before closure, document the results, and confirm that unresolved defects or access limitations do not remain.

Tick the box when complete. Record Not done or N/A in Result and note any follow-up.