Division 09 Finishes pre-submittal checklist

PROJECT	SPEC SECTION	SUBMITTAL NO.

CHECKED BY	DATE

1. Before you start

These apply to every submittal, whatever the trade.

- [ ] Pull the exact spec section this package answers to, including addenda that changed it.
- [ ] Read the submittal articles in Part 1 and list every item they ask for.
- [ ] Confirm the transmittal names the right section number, and that each product is tagged to the paragraph it answers.
- [ ] Mark any deviation from the spec yourself on the transmittal. A declared deviation gets reviewed; a hidden one gets the package rejected.
- [ ] Keep a copy of exactly what you sent, with the date, for your submittal log.

2. Named manufacturers and products match the spec **Blocker**

Compare every product in the package to the manufacturer and model the spec names. If anything differs, attach the approved substitution or or-equal letter, or swap back before you send. Tick each item once you have checked it and nothing below applies without written approval.

- [ ] Acoustical ceiling panel and suspension grid manufacturer (Armstrong, USG, CertainTeed, Rockfon)
- [ ] Gypsum board manufacturer and product line (USG, National Gypsum, CertainTeed, Georgia-Pacific)
- [ ] Resilient flooring and base manufacturer (Mannington, Tarkett/Johnsonite, Interface, Roppe)
- [ ] Carpet tile or broadloom manufacturer and style (Interface, Shaw, Mohawk, Milliken)
- [ ] Tile manufacturer and setting materials (Daltile, Crossville; Laticrete, Custom Building Products, Mapei)
- [ ] Paint and coating manufacturer and product line (Sherwin-Williams, Benjamin Moore, PPG)
- [ ] Wall covering manufacturer and pattern

3. Performance values meet the spec numbers **Blocker**

Put the data sheet next to the spec and compare the actual values, not just the test method. A sheet that says "tested per ASTM" without the number is not proof. Tick each value once it meets or beats the spec.

- [ ] **NRC and CAC** for acoustical ceiling panels (ASTM C423, ASTM E1414)
- [ ] **Light reflectance** (LR) for ceiling panels where specified
- [ ] **Surface-burning characteristics** (ASTM E84 flame spread and smoke-developed index, Class A where required)

- [ ] **Gypsum board type** (Type X or Type C for fire-rated assemblies, per ASTM C1396) and moisture or mold resistance (ASTM D3273)
- [ ] **Ceiling grid duty classification** (light, intermediate, or heavy duty per ASTM C635)
- [ ] **Tile slip resistance** (DCOF per ANSI A137.1; 0.42 minimum for level interior floors walked on when wet)
- [ ] **Carpet flooring radiant panel rating** (ASTM E648 Class I or II where the code or spec requires it)
- [ ] **Resilient flooring wear layer and overall thickness**
- [ ] **Paint sheen and VOC content** (grams per liter against the spec or local air district limit)

4. Certifications and test reports are attached Fix and Resubmit

Reviewers want the report itself, not a line on the data sheet saying one exists. Tick each document that the spec requires and the package actually contains. Skip lines that do not apply to your section.

- [ ] **ASTM E84** surface-burning test report for ceilings, wall coverings, and panels
- [ ] **UL fire-resistance design number** for each rated gypsum board assembly
- [ ] **FloorScore** or **Greenguard Gold** certification for resilient and hard flooring where specified
- [ ] **CRI Green Label Plus** certification for carpet and carpet adhesive where specified
- [ ] **VOC content documentation** for paints, coatings, sealants, and adhesives
- [ ] **DCOF test report** for floor tile
- [ ] **Environmental documentation** (recycled content, EPD, HPD) where the project tracks LEED or similar credits
- [ ] **Seismic ceiling compliance** (ASTM E580 installation) where the project is in a seismic design category that requires it

5. Colors, finishes, and profiles match the selection Fix and Resubmit

Match each visible attribute to the spec text and the architect's approved sample or color schedule. Tick each one you have confirmed.

- [ ] Paint color number and sheen for every surface on the schedule
- [ ] Ceiling panel color, texture, and edge detail (square, tegular, reveal)
- [ ] Carpet color, pattern, and installation method (monolithic, quarter-turn, ashlar)
- [ ] Tile color, size, finish, and grout color
- [ ] Resilient flooring and base color, and base height
- [ ] Wall covering pattern, color, and match type

6. Details and installation match the spec and drawings Fix and Resubmit

These are the mismatches reviewers catch most in this division. Check your shop drawings and installation data against the spec and the contract drawings, and tick each line once you have confirmed it does not apply to your package.

- [ ] **Gypsum board thickness and type** differ from the rated assembly or spec

- [ ] **Level of finish** differs from spec (GA-214 Levels 0 to 5)
- [ ] **Stud gauge or spacing** for non-structural framing differs from spec or deflection requirements
- [ ] **Ceiling hanger spacing and seismic bracing** differ from spec or ASTM E580
- [ ] **Tile installation method** (TCNA Handbook method, underlayment, waterproofing membrane) differs from spec
- [ ] **Movement joints** in tile omitted or spaced wider than TCNA EJ171
- [ ] **Substrate moisture testing** method or limit (ASTM F2170 relative humidity or ASTM F1869) missing before resilient flooring
- [ ] **Paint system** (primer plus number of finish coats, or dry film thickness) differs from the spec schedule

7. Every required item is in the package **Fix and Resubmit**

Open the submittal articles in Part 1 of your spec section (often split into action and informational submittals) and confirm each required item is present. The list below is what this division's specs most often require.

- [ ] Product data sheets for every product in the section
- [ ] Physical color and finish samples in the size and quantity the spec requires
- [ ] Paint drawdowns or sample panels for each color and sheen
- [ ] Shop drawings or layout plans where required (reflected ceiling layout, tile pattern, carpet seaming)
- [ ] Installer qualifications where the spec requires a certified installer
- [ ] Maintenance and cleaning instructions
- [ ] Warranty in the form and length the spec requires
- [ ] Safety Data Sheets (SDS)
- [ ] Attic stock or extra-materials quantities
- [ ] Mock-up or sample panel schedule where required

Free checklist from deviationcheck.com/checklists/09-finishes/. Want the package checked against your spec? Deviation Check reviews it for $35 at deviationcheck.com.