



### Purpose:

The purpose of this SOP is to outline the process and objectives of a **Box Walk**. A Box Walk is a walkthrough of an area in a building after rough-ins are installed but before drywall is hung. It is typically conducted with the owner's representative, architect, general contractor (GC), and HVAC/electrical subcontractors.

The goal is to review layouts and system functionality, identify potential relocations, and confirm design accuracy. This process is especially valuable in buildings with repetitive room types (e.g., hotels) or areas with critical rough-in locations (e.g., kitchens). Box Walks help catch mistakes or design issues early.

### Procedure:

#### 1) Confirmation

- a) Verify if a Box Walk is required per contract documents (drawings or specifications).
- b) Hold a meeting to define expectations:
- c) **Extent of installation:** Determine if full rough-in or floor layout only is required.
- d) **Participants:** Identify who must attend.
- e) **Timing:** Establish when Box Walks will occur.
- f) **Schedule:** Create and share visit dates.
- g) **Markup/Notes:** Architect marks items for relocation; GC takes notes.
- h) Document and distribute expectations to attendees; save for record.

Note: Changes or incomplete rough-ins may result in additional costs.

#### 2) Identify

- a) If contract documents do not specify Box Walk areas, owner and architect must identify them.
- b) Best practice: Mark up drawings to indicate areas for Box Walks.

#### 3) Coordinate

- a) Meet with all involved subcontractors.
- b) Review confirmed areas and expectations.
- c) Ensure all parties understand requirements and possible outcomes.
- d) Create and distribute a schedule (standalone or integrated into project schedule).

#### 4) Review



## Box Walk

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- a) GC reviews work before design team and owner visit to confirm compliance with contract documents.
  - b) Mark any items that cannot be installed (e.g., ceiling rough-ins) clearly on the floor.
  - c) Ensure all trades have a representative present during the walk.
- 5) Documentation
- a) Create a photo album in the job folder; photograph all installed and marked items.
  - b) Take detailed notes during the Box Walk (assign a dedicated note-taker if possible).
  - c) Architect should provide markups, but GC should also keep independent notes.
  - d) Compile all notes and markups; submit as an RFI to capture changes and associated costs.
  - e) Request updated drawings reflecting agreed changes whenever possible.