Punch list

TEMPLATE

Items to complete or correct before final completion and final payment.

Project		**Address**	
Owner		**General contractor**	
Architect		**Walkthrough date**	

Item #	Location / room	Description	Trade / sub	Responsible	Priority	Photo ref	Added	Due	Status	Verified by / date
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Priority: Low / Medium / High / Critical Status: Open / In progress / Ready for review / Closed

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EXAMPLE

Items to complete or correct before final completion and final payment.

Project		**Address**	
Owner		**General contractor**	
Architect		**Walkthrough date**	

Item #	Location / room	Description	Trade / sub	Responsible	Priority	Photo ref	Added	Due	Status	Verified by / date
1	Unit 204, kitchen	Dishwasher not secured to countertop; install anti-tip brackets.	Appliances	ABC Appliance	High	P-01	11/18	11/22	Open	
2	Corridor 2B	Ceiling tile stained above sprinkler head; replace tile, check head for leak.	Acoustical ceiling	Summit Ceilings	Medium	P-02	11/18	11/25	In progress	
3	Unit 207, primary bath	Grout missing at tub corner; regrout and seal.	Tile	Stone & Tile Co	Medium	P-03	11/18	11/25	Ready for review	
4	Lobby	Door closer slams; adjust closing speed and latch.	Door hardware	Keystone Hardware	Low		11/18	11/29	Closed	JR 11/21
5	Stair 1, level 3	Handrail bracket loose; re-anchor.	Metals	Ironworks LLC	Critical	P-05	11/18	11/20	Closed	JR 11/20
6	Retail suite A	Paint touch-up at storefront jamb, scuffs from install.	Painting	Brightline Painting	Low	P-06	11/18	11/29	Open	
7	Roof	Missing sealant at rooftop unit curb, north side.	Roofing	Peak Roofing	High	P-07	11/18	11/22	Open	
8	Unit 210, bedroom	Outlet cover plate cracked; replace.	Electrical	Volt Electric	Low		11/18	11/29	Open	

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