Punch list

Use one row per item. Write where it is, what is wrong and what done looks like.

Items	Open	Closed

Project

Address

Walk date

Client or owner

Contractor

Walked by

Drawing set and revision

Priority: L low, M medium, H high, S safety. **Closed:** tick the box and write the date once you have checked the fix. **Photo ref:** the photo number from your phone or camera.

No.	Location or room	Description what is wrong, what done looks like	Trade	Assigned to	Priority	Due	Photo ref	Closed, date
1								☐
2								☐
3								☐
4								☐
5								☐
6								☐
7								☐
8								☐
9								☐
10								☐
11								☐
12								☐
13								☐
14								☐
15								☐
16								☐

Punch list, continued

Project

No.	Location or room	Description what is wrong, what done looks like	Trade	Assigned to	Priority	Due	Photo ref	Closed, date
17								☐
18								☐
19								☐
20								☐
21								☐
22								☐
23								☐
24								☐
25								☐
26								☐
27								☐
28								☐
29								☐
30								☐
31								☐
32								☐
33								☐

Sign off

Sign when every item on this punch list is closed, or list the items that stay open and their dates.

Contractor

Name | Signature | Date

Architect or owner's rep

Name | Signature | Date