

Punch list template

A punch list only works if an item can be closed by someone other than the person who wrote it. That means each entry carries a location, an owner, a description a stranger can act on, and a photo of the condition, then a second photo when it's corrected.

Who runs it: GC superintendent or QA/QC manager, walking with the owner's representative and each responsible trade. When: At substantial completion, then re-walked until the list is empty. Many teams also run a pre-punch two weeks earlier so the list handed to the owner is short.

Every punch item records

- ☐ Location down to the room and surface
Unit or room number, wall or elevation, and height if it matters. Not just 'lobby'. 1 photo required
- ☐ Responsible trade and a named owner
The company and the person who will actually do the work, not just the scope. No photo required
- ☐ Condition photo at the time of writing
The defect in frame, with enough context to find the spot again. 1 photo required
- ☐ Correction photo before the item is closed
Same angle, corrected condition. This is what makes closeout reviewable instead of trusted. 1 photo required

Interior finishes

- ☐ Walls and ceilings free of defects at final lighting
Nail pops, seam telegraphing, roller marks and touch-up flashing, checked under the fixtures that will actually be used. 2 photos required
- ☐ Doors operate, latch and are square in the frame
Even reveals, no rubbing, hardware secure, closer adjusted, undercut correct for the floor finish. 1 photo required
- ☐ Flooring transitions and base complete
Transitions fastened, base scribed to the floor, no gaps at outside corners. 2 photos required
- ☐ Casework and countertops secure and aligned
Level runs, consistent reveals, hardware installed, sealant at wall and splash. 2 photos required

Systems and fixtures

- ☐ Every device, plate and fixture installed and operable
No missing plates, no loose devices, all lamps working, dimmers tested through range. 2 photos required
- ☐ Plumbing fixtures set, sealed and leak-free
Run water at each fixture and check below; look for movement at the mounting. 2 photos required
- ☐ Registers, diffusers and thermostats installed and clean
Correct sizes, no bent vanes, no construction dust in the boot, thermostat responds. 1 photo required
- ☐ Life-safety devices installed and unobstructed
Detectors, extinguishers, exit signage and egress hardware in place and reachable. 2 photos required

Exterior and site

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| ☐ Sealant joints continuous at all penetrations
No skipped joints at windows, doors, hose bibs and vents; tooled, not smeared. | 2 photos required |
| ☐ Grading drains away from the building
Positive fall at every elevation, splash blocks or leaders discharging clear. | 1 photo required |
| ☐ Site cleared of construction material and protection removed
Temporary protection off finished surfaces, no residue, no leftover material stored on the job. | 1 photo required |