PROJECT PUNCH LIST

Walk each area together. Describe a testable correction, not just a complaint.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

WALKTHROUGH DATE / ATTENDEES

TARGET COMPLETION DATE

ITEMS 1-8

Area / item + required correction	Trade / owner	Due date	Done / verified

Priority key: S = safety / secure now; F = functional; C = cosmetic. Add the priority to each item. Do not defer unsafe conditions to routine punch work.

PROJECT PUNCH LIST

Keep verification separate from a trade saying the item is complete.

PROJECT / JOB NUMBER

UPDATED BY / DATE

ITEMS 9-13

Area / required correction	Assigned to	Due / verified

VERIFICATION

- [ ] Safety and access issues have been escalated immediately.
- [ ] Repaired items have been retested; photos / records are linked.
- [ ] Client has received remaining-item dates and service contact.
- [ ] Unresolved items are listed; this sheet does not waive contract rights.

REMAINING ITEMS / ACCEPTANCE NOTES / PHOTO REFERENCES