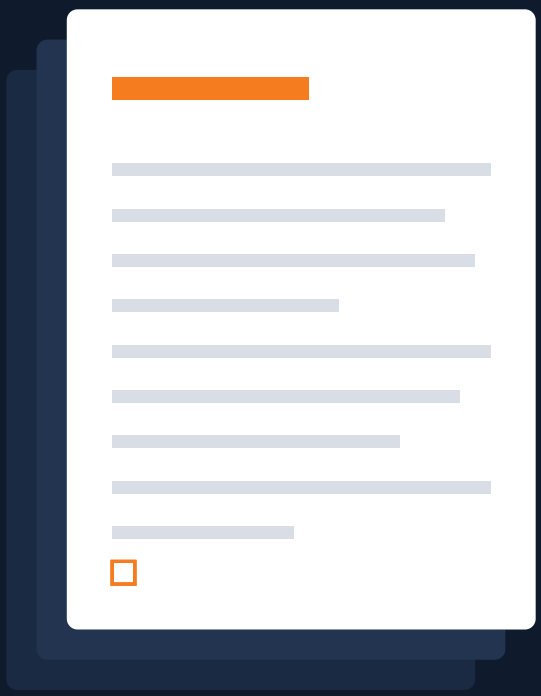
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FREE TEMPLATE

CONSTRUCTION

Punch List

Lists remaining defects and incomplete work at the substantial completion walk.

INTENDED USERS

Superintendents, Subs, Owners

TYPICAL USE CASE

Substantial completion walk

About this template

The Punch List records every item that must be fixed or finished before final completion. Number each item, give its exact location, assign it to a trade with a due date, and sign items off as they are verified complete.

Detail	
Intended users	Superintendents, Subs, Owners
Typical use case	Substantial completion walk

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Walk date**	
Area / floor		**Walk attendees**	

01 Punch List Items

GUIDANCE *One defect per line. Include room number or grid and attach a photo reference where useful.*

#	Location	Description	Trade	Due	Photo	Done	Verified
1	*[Rm 204]*	*[Paint touch-up at door frame]*	*[Painter]*				

02 Summary by Trade

Trade	Total items	Completed	Open

03 Sign-off

GUIDANCE *All items verified complete.*

Contractor		**Architect**	
Owner		**Date**	

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