PUNCH LIST

Items to finish or fix before closeout — who does what, by when, and when it was checked off

PROJECT

PROJECT

WALKTHROUGH DATE

ADDRESS

WALKED BY

AREA / FLOOR

TARGET COMPLETION

ITEMS

#	LOCATION	ITEM / DEFICIENCY	TRADE	DUE	DONE (DATE / INITIALS)

NOTES

CONTRACTOR — NAME, SIGNATURE, DATE

OWNER / ARCHITECT — ITEMS ACCEPTED — NAME, SIGNATURE, DATE