New Construction Punch List: Builder Walk Open Items

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Property and builder walk

BUILDER WALK DATE

WALK TYPE

PROPERTY ADDRESS

LOT, PLAN, OR MODEL

COMMUNITY OR SUBDIVISION

BUYER

BUILDER

SUPERINTENDENT OR SITE CONTACT

WALKED BY

CERTIFICATE OF OCCUPANCY

BUILDING PERMIT ON FILE

SUBSTANTIAL COMPLETION DATE

LIST REVISION

☐ Utilities on and functional during this walk

☐ Weather or material delay noted for leftover site items

Exterior and site

Item	Open	In progre.	Done	N/A	Notes
Roof covering, gutters, and downspouts	☐	☐	☐	☐	
Exterior walls, eaves, soffits, and fascia	☐	☐	☐	☐	
Exterior doors, flashing, and weatherstrip	☐	☐	☐	☐	
Windows from the exterior	☐	☐	☐	☐	
Walks, drive, stoops, and exterior stairs	☐	☐	☐	☐	
Porch, patio, deck, or balcony	☐	☐	☐	☐	
Exterior railings, guards, and handrails	☐	☐	☐	☐	
Grading and surface drainage	☐	☐	☐	☐	
Plantings and seasonal site work	☐	☐	☐	☐	
Exterior lights and devices	☐	☐	☐	☐	

Garage and entry

Item	Open	In progre.	Done	N/A	Notes
Vehicle door and opener	☐	☐	☐	☐	

Photo-electric safety sensors	☐	☐	☐	☐	
Service door, latch, and weatherstrip	☐	☐	☐	☐	
Garage floors, walls, and ceilings	☐	☐	☐	☐	
Garage electrical devices and covers	☐	☐	☐	☐	
Main entry and foyer finish	☐	☐	☐	☐	

Kitchen

Item	Open	In progre.	Done	N/A	Notes
Kitchen floors, walls, and ceilings	☐	☐	☐	☐	
Cabinets, counters, and backsplash	☐	☐	☐	☐	
Sink, faucet, and drain	☐	☐	☐	☐	
Hot and cold supply at the sink	☐	☐	☐	☐	
Included kitchen appliances	☐	☐	☐	☐	
Range hood or kitchen exhaust	☐	☐	☐	☐	
Kitchen electrical devices and GFCI	☐	☐	☐	☐	
Kitchen doors, pantry, and hardware	☐	☐	☐	☐	

Baths

Item	Open	In progre.	Done	N/A	Notes
Bath floors, walls, and ceilings	☐	☐	☐	☐	
Toilets flush and sit solid	☐	☐	☐	☐	
Sinks, tubs, and showers drain	☐	☐	☐	☐	
Hot and cold faucets	☐	☐	☐	☐	
Tub and shower surrounds and caulk	☐	☐	☐	☐	
Bath exhaust fans	☐	☐	☐	☐	
Bath electrical devices and GFCI	☐	☐	☐	☐	
Bath doors and hardware	☐	☐	☐	☐	

Living rooms and bedrooms

Item	Open	In progre.	Done	N/A	Notes
Floors, walls, and ceilings	☐	☐	☐	☐	
Interior doors and hardware	☐	☐	☐	☐	
Windows open, close, and latch	☐	☐	☐	☐	
Closets and shelving	☐	☐	☐	☐	

Room electrical devices and covers	☐	☐	☐	☐	
Registers and returns in finished rooms	☐	☐	☐	☐	
Fireplace or chimney, if installed	☐	☐	☐	☐	

Stairs, halls, and laundry

Item	Open	In progre.	Done	N/A	Notes
Stairs, landings, and treads	☐	☐	☐	☐	
Railings, guards, and handrails	☐	☐	☐	☐	
Hall floors, walls, and ceilings	☐	☐	☐	☐	
Laundry connections and drain	☐	☐	☐	☐	
Laundry exhaust, if installed	☐	☐	☐	☐	
Smoke and carbon monoxide detectors present	☐	☐	☐	☐	

Systems and unfinished spaces

Item	Open	In progre.	Done	N/A	Notes
Heating operates with normal controls	☐	☐	☐	☐	
Cooling operates when weather allows	☐	☐	☐	☐	
Water heater installed and TPR visible	☐	☐	☐	☐	
Main water and fuel shutoffs located	☐	☐	☐	☐	
Panelboard covers and unused openings	☐	☐	☐	☐	
Attic insulation and ventilation, if accessible	☐	☐	☐	☐	
Foundation, basement, or crawl, if accessible	☐	☐	☐	☐	

Punch items 1 to 4

ITEM 1 LOCATION

ITEM 1 ROOM OR AREA

ITEM 1 DEFECT OR REMAINING ITEM

ITEM 1 RESPONSIBLE PARTY

ITEM 1 DUE DATE

ITEM 1 STATUS

ITEM 2 LOCATION

ITEM 2 ROOM OR AREA

ITEM 2 DEFECT OR REMAINING ITEM

ITEM 2 RESPONSIBLE PARTY

ITEM 2 DUE DATE

ITEM 2 STATUS

ITEM 3 LOCATION

ITEM 3 ROOM OR AREA

ITEM 3 DEFECT OR REMAINING ITEM

ITEM 3 RESPONSIBLE PARTY

ITEM 3 DUE DATE

ITEM 3 STATUS

ITEM 4 LOCATION

ITEM 4 ROOM OR AREA

ITEM 4 DEFECT OR REMAINING ITEM

ITEM 4 RESPONSIBLE PARTY

ITEM 4 DUE DATE

ITEM 4 STATUS

Punch items 5 to 8

ITEM 5 LOCATION

ITEM 5 ROOM OR AREA

ITEM 5 DEFECT OR REMAINING ITEM

ITEM 5 RESPONSIBLE PARTY

ITEM 5 DUE DATE

ITEM 5 STATUS

ITEM 6 LOCATION

ITEM 6 ROOM OR AREA

ITEM 6 DEFECT OR REMAINING ITEM

ITEM 6 RESPONSIBLE PARTY

ITEM 6 DUE DATE

ITEM 6 STATUS

ITEM 7 LOCATION

ITEM 7 ROOM OR AREA

ITEM 7 DEFECT OR REMAINING ITEM

ITEM 7 RESPONSIBLE PARTY

ITEM 7 DUE DATE

ITEM 7 STATUS

ITEM 8 LOCATION

ITEM 8 ROOM OR AREA

ITEM 8 DEFECT OR REMAINING ITEM

ITEM 8 RESPONSIBLE PARTY

ITEM 8 DUE DATE

ITEM 8 STATUS

Punch items 9 to 12

ITEM 9 LOCATION

ITEM 9 ROOM OR AREA

ITEM 9 DEFECT OR REMAINING ITEM

ITEM 9 RESPONSIBLE PARTY

ITEM 9 DUE DATE

ITEM 9 STATUS

ITEM 10 LOCATION

ITEM 10 ROOM OR AREA

ITEM 10 DEFECT OR REMAINING ITEM

ITEM 10 RESPONSIBLE PARTY

ITEM 10 DUE DATE

ITEM 10 STATUS

ITEM 11 LOCATION

ITEM 11 ROOM OR AREA

ITEM 11 DEFECT OR REMAINING ITEM

ITEM 11 RESPONSIBLE PARTY

ITEM 11 DUE DATE

ITEM 11 STATUS

ITEM 12 LOCATION

ITEM 12 ROOM OR AREA

ITEM 12 DEFECT OR REMAINING ITEM

ITEM 12 RESPONSIBLE PARTY

ITEM 12 DUE DATE

ITEM 12 STATUS

Builder walk sign-off

ADDITIONAL ITEMS BEYOND LINES 1 TO 12

COMPLETION ESCROW OR HOLDBACK FILE REFERENCE

ACTION

DATE SIGNED

BUYER SIGNATURE

BUILDER SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.