

Punch List Template: New Build and Remodel

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Property and parties

WALK OR LIST DATE

PROJECT TYPE

PROPERTY ADDRESS

OWNER OR BUYER

BUILDER OR CONTRACTOR

SUPERINTENDENT OR SITE CONTACT

ARCHITECT OR AGENT

WALKED BY

SUBSTANTIAL COMPLETION DATE

OCCUPANCY PERMIT

LIST REVISION

☐ Weather or material delay noted for leftover items

Trade stations					
Item	Open	In prog.	Done	N/A	Notes
Paint and wall finish	☐	☐	☐	☐	
Trim and millwork	☐	☐	☐	☐	
Floors and transitions	☐	☐	☐	☐	
Doors and hardware	☐	☐	☐	☐	
Plumbing fixtures	☐	☐	☐	☐	
Electrical devices	☐	☐	☐	☐	
HVAC equipment	☐	☐	☐	☐	
Exterior and site	☐	☐	☐	☐	
Appliances	☐	☐	☐	☐	
Other remaining work	☐	☐	☐	☐	

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

Holdback and sign-off

ADDITIONAL ITEMS BEYOND LINES 1 TO 12

HOLDBACK OR ESCROW REFERENCE

ACTION

DATE SIGNED

OWNER OR BUYER SIGNATURE

BUILDER OR CONTRACTOR SIGNATURE

TIME SIGNED

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