

Punch List Template

PROJECT INFORMATION

Project Name:

Project Number:

Date Created:

Created By:

PUNCH LIST ITEMS

Item #	Location (Room/Area)	Description of Defect	Category	Priority	Assigned To (Trade/Sub)	Status	Date Completed	Verified By	Date Verified	Notes	Photo Ref
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LEGEND

Category: Finish / Mechanical / Electrical / Plumbing / HVAC / Foundation / Structural / Other

Priority: Critical / High / Medium / Low

Status: Open / In Progress / Closed

SUMMARY

Total Items:

Open:

In Progress:

Completed:

Completion %: