

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)	Date	Status	Date Completed/erified By	Date Verified	Notes	Photo Ref
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LEGEND

Category: Finish / Mechanical...

Priority: Critical / High / ...

Status: Open / In Progress /...

SUMMARY

Total Items: _____
Open: _____
In Progress: _____
Completed: _____
Completion %: _____