Punch list

List the work still to finish or fix before a job is complete.

Project	
Site address	
Prepared by	
Date	

Items

No.	Location	Item to fix or finish	Who	Due	Status	Photo

Notes

How to use this template

- Walk the site room by room and give each item its own row.
- Write where the item is, what is wrong and who will fix it.
- Add a photo number so everyone can find the matching picture.
- Update the status at each visit until every row is closed.

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