

Punch list

WALKTHROUGH DETAILS

Project		Unit / area		Walkthrough date		Prepared by	
Contractor		Handover date					

PUNCH LIST ITEMS

#	Location / room	Item description	Trade	Priority	Responsible	Due date	Status	Date closed	Verified by
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									



#	Location / room	Item description	Trade	Priority	Responsible	Due date	Status	Date closed	Verified by
14									
15									
16									
17									
18									

Contractor

Name, signature and date

Owner / owner's rep

Name, signature and date

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