

Building Renovation Punch List

Project Name:

Project Address:

Prepared By:

Date:

Contractor:

Punch List Items

#	Location	Description of Issue	Responsibility	Status	Date Completed
1	Lobby	Touch up paint on north wall	Painter	Incomplete	
2	Conference Room	Replace broken ceiling tile	Ceiling Contractor	Incomplete	
3	Restroom 1F	Adjust door closer for smooth operation	Carpenter	Complete	_____
4	Mechanical Room	Install missing access panel screws	HVAC	Incomplete	
5	Suite 202	Replace cracked electrical outlet cover	Electrician	Complete	_____

Prepared By

Contractor

Date
