# Mechanical Systems Punch List

**Project Name:**

**Location:**

**Date:**

**Prepared By:**

## Punch List Items

| No. | Description of Issue | Location | Responsible Party | Date Identified | Target Resolution Date | Status | Comments |
|---|---|---|---|---|---|---|---|
| 1 | Describe the | E.g. Rooftop A | Subcontractor | | | Open/Closed | Add comment |
| 2 | | | | | | | |
| 3 | | | | | | | |

## General Comments

**Signature:**

Name / Initial

**Date:**