

Door and Hardware Punch List Sample

Project Name: _____

Location: _____

Date: ____/____/____

Inspector: _____

#	Door #	Location	Description of Issue	Assigned To	Status	Date Completed
1	101A	Main Entrance	Closer not functioning	ABC Hardware	Open	
2	102B	Lobby	Strike plate misaligned	XYZ Installers	Open	
3	103C	Stairwell 1	Door rubbing frame	ABC Hardware	Open	

Additional Notes