

Millwork Completion Punch List

Project Name:

Date:

Location:

Contractor:

Punch List Items

#	Location	Description	Action Required	Status	Date Completed
1	Reception Counter	Adjust drawer alignment	Realign hardware	Incomplete	
2	Conference Room Storage	Install missing handles	Install hardware	Complete	06/14/2024
3	Kitchenette	Touch-up cabinet finish	Paint/Finish Touch-up	Incomplete	
4	Break Room	Adjust cabinet doors	Realign doors	Complete	06/13/2024

Project Superintendent

Millwork Subcontractor

Date