

# Commercial Office Punch List Sample

**Project:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Inspection By:** \_\_\_\_\_

## Punch List Items

No.	Room/Area	Description of Issue	Responsible Party	Status

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Prepared By:

Name & Date \_\_\_\_\_

Reviewed By:

Name & Date \_\_\_\_\_