

Hospital Building Punch List

Project Name	Enter project name	Location	Enter location
Date		Inspector	Enter inspector name
Contractor	Enter contractor name		
Remarks	Enter general remarks		

Punch List Items

#	Location/Area	Description of Defect/Work Required	Responsible Party	Target Date	Status	Completion Date
1	E.g. Ward 2, 1	E.g. Repair chipped	E.g. Contract		Pending	
2						
3						