

# Hotel Project Punch List Example

## Project Details

### PROJECT NAME

Westview Hotel  
Renovation

### LOCATION

123 Main  
Street, Cityville

### PROJECT MANAGER

Alex  
Rivera

### DATE

2024-  
06-20

## Punch List Items

#

ROOM/AREA

DESCRIPTION

STATUS

RESPONSIBLE

DUE DATE

#	Room/Area	Description	1 Status	Responsible	Replace cracked floor tile near entrance	Due Date
#	Room/Area	Description	2 Status	Responsible	Touch up wall paint above bed	Due Date
#	Room/Area	Description	3 Status	Responsible	Fix leaking faucet	Due Date
#	Room/Area	Description	Status	Responsible	Install missing light fixture	Due Date
#	Room/Area	Description	5 Status	Responsible	Clean paint splatter from floor base	Due Date