

Multi-Family Housing Punch List Sample

Project Name: _____

Address: _____

Unit No.: _____

Date: ____ / ____ / ____

Inspected By: _____

General

Item	Location	Description of Issue	Completed
Paint Touch-up			â–i
Baseboards			â–i
Floors			â–i

Kitchen

Item	Location	Description of Issue	Completed
Cabinets			â–i
Countertops			â–i
Sink/Faucet			â–i

Bathroom

Item	Location	Description of Issue	Completed
Tile/Grout			â–i
Plumbing Fixtures			â–i
Mirror/Accessories			â–i

Bedrooms/Living Areas

Item	Location	Description of Issue	Completed
Closet Doors			â–i
Windows/Screens			â–i
Lighting			â–i

Notes
