**Punch List**

Prepared by Firm Date

Building Name Address

Suite Tenant

Work Performed Completion Date

| Items | Work Completed | | Included in  Contract | | Remarks | Estimated Cost If  Not Included in Contract |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Yes | No |  |  |
| **Reception Area** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Doors | □ | □ | □ | □ |  |  |
| 5. Built-ins | □ | □ | □ | □ |  |  |
| 6. Lighting | □ | □ | □ | □ |  |  |
| 7. Electrical Outlets | □ | □ | □ | □ |  |  |
| 8. Glass | □ | □ | □ | □ |  |  |
| 9. Wood Trim | □ | □ | □ | □ |  |  |
| 10. Wainscot | □ | □ | □ | □ |  |  |
| 11. Paper | □ | □ | □ | □ |  |  |
| 12. Lighting Switches | □ | □ | □ | □ |  |  |
| 13. Telephone Jacks | □ | □ | □ | □ |  |  |
| 14. Locks/Hardware | □ | □ | □ | □ |  |  |
| 15. Painting | □ | □ | □ | □ |  |  |
| 16. Baseboard | □ | □ | □ | □ |  |  |
| 17. Elevator Doors | □ | □ | □ | □ |  |  |
| 18. Call Switches | □ | □ | □ | □ |  |  |
| 19. Directory | □ | □ | □ | □ |  |  |
| 20. Signs | □ | □ | □ | □ |  |  |
| 21. Mail Chute | □ | □ | □ | □ |  |  |
| 22. Sand Jar | □ | □ | □ | □ |  |  |
| 23. | □ | □ | □ | □ |  |  |
| 24. | □ | □ | □ | □ |  |  |
| 25. | □ | □ | □ | □ |  |  |
| **Rest Rooms** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Lighting | □ | □ | □ | □ |  |  |
| 5. Light Switches | □ | □ | □ | □ |  |  |
| 6. Mirrors | □ | □ | □ | □ |  |  |
| 7. Floor Drain | □ | □ | □ | □ |  |  |
| 8. Wainscot | □ | □ | □ | □ |  |  |
| 9. Painting | □ | □ | □ | □ |  |  |

| Items | Work Completed | | Included in  Contract | | Remarks | Estimated Cost If  Not Included in Contract |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Yes | No |  |  |
| **Rest Rooms** (cont.) | | | | | | |
| 10. Wall Covering | □ | □ | □ | □ |  |  |
| 11. Water Closet | □ | □ | □ | □ |  |  |
| 12. Urinal | □ | □ | □ | □ |  |  |
| 13. Tissue Holders | □ | □ | □ | □ |  |  |
| 14. Running Water | □ | □ | □ | □ |  |  |
| 15. Sink | □ | □ | □ | □ |  |  |
| 16. Soap Dispenser | □ | □ | □ | □ |  |  |
| 17. Towel Dispenser | □ | □ | □ | □ |  |  |
| 18. Wastebaskets | □ | □ | □ | □ |  |  |
| 19. Vanity | □ | □ | □ | □ |  |  |
| 20. Shelf | □ | □ | □ | □ |  |  |
| 21. San. Napkin Disp. | □ | □ | □ | □ |  |  |
| 22. Ventilation | □ | □ | □ | □ |  |  |
| 23. Signs | □ | □ | □ | □ |  |  |
| 24. Locks/Hardware | □ | □ | □ | □ |  |  |
| 25. | □ | □ | □ | □ |  |  |
| 26. | □ | □ | □ | □ |  |  |
| 27. | □ | □ | □ | □ |  |  |
| **General Office** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Lighting | □ | □ | □ | □ |  |  |
| 5. Light Switches | □ | □ | □ | □ |  |  |
| 6. Light Fixtures | □ | □ | □ | □ |  |  |
| 7. Electrical Outlets | □ | □ | □ | □ |  |  |
| 8. Glass | □ | □ | □ | □ |  |  |
| 9. Wood Trim | □ | □ | □ | □ |  |  |
| 10. Wainscot | □ | □ | □ | □ |  |  |
| 11. Paper | □ | □ | □ | □ |  |  |
| 12. Painting | □ | □ | □ | □ |  |  |
| 13. Telephone Jacks | □ | □ | □ | □ |  |  |
| 14. Cabinets | □ | □ | □ | □ |  |  |
| 15. Shelves | □ | □ | □ | □ |  |  |
| 16. Door | □ | □ | □ | □ |  |  |
| 17. Doorstop | □ | □ | □ | □ |  |  |
| 18. Coathook | □ | □ | □ | □ |  |  |
| 19. Baseboard | □ | □ | □ | □ |  |  |
| 20. Heat | □ | □ | □ | □ |  |  |
| 21. Air Conditioning | □ | □ | □ | □ |  |  |

| Items | Work Completed | | Included in  Contract | | Remarks | Estimated Cost If  Not Included in Contract |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Yes | No |  |  |
| **Rest Rooms** (cont.) | | | | | | |
| 22. Vents | □ | □ | □ | □ |  |  |
| 23. Windows | □ | □ | □ | □ |  |  |
| 24. Window Treatment | □ | □ | □ | □ |  |  |
| 25. | □ | □ | □ | □ |  |  |
| 26. | □ | □ | □ | □ |  |  |
| 27. | □ | □ | □ | □ |  |  |
| **Corridors** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Lighting | □ | □ | □ | □ |  |  |
| 5. Light Switches | □ | □ | □ | □ |  |  |
| 6. Light Fixtures | □ | □ | □ | □ |  |  |
| 7. Electrical Outlets | □ | □ | □ | □ |  |  |
| 8. Stair Sign | □ | □ | □ | □ |  |  |
| 9. Exit Signs | □ | □ | □ | □ |  |  |
| 10. Signage | □ | □ | □ | □ |  |  |
| 11. Doors | □ | □ | □ | □ |  |  |
| 12. Glass | □ | □ | □ | □ |  |  |
| 13. Fire Hose | □ | □ | □ | □ |  |  |
| 14. Fire Extinguisher | □ | □ | □ | □ |  |  |
| 15. Fire Alarm | □ | □ | □ | □ |  |  |
| 16. Vents | □ | □ | □ | □ |  |  |
| 17. Thresholds | □ | □ | □ | □ |  |  |
| 18. Baseboard | □ | □ | □ | □ |  |  |
| 19. Painting | □ | □ | □ | □ |  |  |
| 20. | □ | □ | □ | □ |  |  |
| 21. | □ | □ | □ | □ |  |  |
| 22. | □ | □ | □ | □ |  |  |
| **Miscellaneous** (include storage, closets, equipment hookup, special requests, etc.) | | | | | | |
| 1. | □ | □ | □ | □ |  |  |
| 2. | □ | □ | □ | □ |  |  |
| 3. | □ | □ | □ | □ |  |  |
| 4. | □ | □ | □ | □ |  |  |
| 5. | □ | □ | □ | □ |  |  |
| 6. | □ | □ | □ | □ |  |  |
| 7. | □ | □ | □ | □ |  |  |
| 8. | □ | □ | □ | □ |  |  |
| 9. | □ | □ | □ | □ |  |  |
| 10. | □ | □ | □ | □ |  |  |

| Items | Work Completed | | Included in  Contract | | Remarks | Estimated Cost If  Not Included in Contract |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No | Yes | No |  |  |
| **Office or Room No. \_\_\_\_\_\_\_\_\_\_** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Light Switches | □ | □ | □ | □ |  |  |
| 5. Light Fixtures | □ | □ | □ | □ |  |  |
| 6. Electrical Outlets | □ | □ | □ | □ |  |  |
| 7. Telephone Jacks | □ | □ | □ | □ |  |  |
| 8. Windows | □ | □ | □ | □ |  |  |
| 9. Window Covering | □ | □ | □ | □ |  |  |
| 10. Wall Covering | □ | □ | □ | □ |  |  |
| 11. Cabinets | □ | □ | □ | □ |  |  |
| 12. Shelves | □ | □ | □ | □ |  |  |
| 13. Door | □ | □ | □ | □ |  |  |
| 14. Locks | □ | □ | □ | □ |  |  |
| 15. Hardware | □ | □ | □ | □ |  |  |
| 16. Baseboard | □ | □ | □ | □ |  |  |
| 17. Painting | □ | □ | □ | □ |  |  |
| 18. | □ | □ | □ | □ |  |  |
| 19. | □ | □ | □ | □ |  |  |
|  | | | | | | |
| **Office or Room No. \_\_\_\_\_\_\_\_\_\_** | | | | | | |
| 1. Ceiling | □ | □ | □ | □ |  |  |
| 2. Walls | □ | □ | □ | □ |  |  |
| 3. Floors | □ | □ | □ | □ |  |  |
| 4. Light Switches | □ | □ | □ | □ |  |  |
| 5. Light Fixtures | □ | □ | □ | □ |  |  |
| 6. Electrical Outlets | □ | □ | □ | □ |  |  |
| 7. Telephone Jacks | □ | □ | □ | □ |  |  |
| 8. Windows | □ | □ | □ | □ |  |  |
| 9. Window Covering | □ | □ | □ | □ |  |  |
| 10. Wall Covering | □ | □ | □ | □ |  |  |
| 11. Cabinets | □ | □ | □ | □ |  |  |
| 12. Shelves | □ | □ | □ | □ |  |  |
| 13. Door | □ | □ | □ | □ |  |  |
| 14. Locks | □ | □ | □ | □ |  |  |
| 15. Hardware | □ | □ | □ | □ |  |  |
| 16. Baseboard | □ | □ | □ | □ |  |  |
| 17. Painting | □ | □ | □ | □ |  |  |
| 18. | □ | □ | □ | □ |  |  |
| 19. | □ | □ | □ | □ |  |  |

**Comments**

Date of Inspection

Inspector

Tenant

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